



Malahat

On-Call Casual Application Form

****To be eligible for on-call casual employment opportunities – application form must be completed in full****

PERSONAL INFORMATION

_____ LAST NAME	_____ FIRST NAME	_____ MIDDLE NAME(S)
_____ PHONE NUMBER	_____ ALTERNATE NUMBER	_____ EMAIL

* Valid Social Insurance Number: YES NO

* Ordinarily reside on reserve: YES NO

* Are you a Malahat Nation Status Member: YES NO * Band Number: _____

POTENTIAL POSITIONS: ON-CALL CASUAL

Please select/tick which types of casual positions you are interested in

<input type="checkbox"/> Receptionist / Clerk	<input type="checkbox"/> Janitor	<input type="checkbox"/> Community Patrol Worker
<input type="checkbox"/> General Laborer	<input type="checkbox"/> Door to Door Delivery Services i.e. Community Notices	<input type="checkbox"/> Field Laborer: Stewardship
<input type="checkbox"/> Driver	<input type="checkbox"/> Home Support Cleaning	<input type="checkbox"/> Cook
<input type="checkbox"/> Childminder	<input type="checkbox"/> Other: _____	

ADDITIONAL INFORMATION

Are you a current student High-School Upgrading Post-Secondary

Do you have an active training and support file with Maarten Van Wamel, Training & Development Coordinator? Yes No

If yes, please provide brief summary of details i.e. first aid /CPR, Drivers Training, resume support, etc.?

Have you applied or will you be attending school in the Spring (Apr - Jul): Yes No Graduate

Do you have a valid BC Drivers License? (considered an asset) Yes No

If yes, what Class Driver License do you have? Class: L Novice 5 4 (asset)

Have you worked at Malahat Nation in the past: Yes No If yes, please provide details?

In the box below please provide to us:

- Brief self-introduction about interests, hobbies, skills, abilities, traits, and characteristics
- Explain your interest in the position and how it will benefit your educational, career, and personal goals



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Employment Opportunity

REPORTS TO	Department Manager	START	Casual As Needed
COMPENSATION	\$22.42 per hour (NEE: H - 1) - the above rates are subject to education, experience, and/or a combination of both.	STATUS	On-Call Casual Term Min 0 – 23.75 hrs per week

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation administration is a growing organization engaged in economic development and providing services to members. We respect the land and resources and conserve our resources by not taking more than what we need to ensure that we still have our resources for our future generations. Malahat Nation is looking for the right candidate to join our team. Our staff are offered opportunities for professional growth and development.

ABOUT THE ROLE(S):

The on-call casual work opportunity is intended to provide a valuable work experience for Malahat Nation members. On-call casual employees may be called for a variety of work tasks on a temporary, short-term, but recurring basis 'as needed' by the administration. On-call casual employees must be available on short notice, with a flexible schedule that allows a variety of working hours.

ELIGIBILITY CRITERIA:

- MUST complete the application in full
- MUST be a registered Malahat Nation member and residing on-reserve is preferred
- MUST have a valid Social Insurance Number (SIN) number
- Criminal Record Check (CRC) *may* be *required as outlined in the HR Policy
- Valid BC Drivers License i.e. Class 5, Novice (N) , or Learners (L) is preferred and / or **required.
- Effective, December 3, 2021: Malahat Nation has implemented a vaccine mandate requiring all employees to be fully vaccinated against Covid19 to be eligible for employment. *All individuals must show Proof of Vaccination as a mandatory condition of their employment.*

COMPLETED APPLICATION CHECK-LIST:

- Completed *On-Call Casual Application* form
- Cover letter and resume outlining your past work experience(s)

LIST OF POTENTIAL POSITIONS BY DEPARTMENT: ON-CALL CASUAL

POSITION	QUALIFICATIONS
Reception /Clerk General	Reporting to the Department Manager, the Receptionist / Clerk will provide reception and administrative support in order to ensure that services are provided in an effective and efficient manner. <i>This position is a casual term position that works in the office with minimal local travel as required.</i>
Janitor Operations & Maintenance	Reporting to the Operations and Maintenance Manager, the janitor will perform cleaning and maintenance duties according to established cleanliness standards and procedures, provide regular cleaning and sanitizing support in the community and administrative buildings including but not limited to occasional as needed Housing cleaning supports. Work will be primarily be scheduled in the evening and on weekends to accommodate the program schedules in the community. <i>This position is a casual term position that works in the office with minimal local travel as required.</i>
**General Laborer Operations & Maintenance	Reporting to the Operations and Maintenance Manager, the General Laborer will provide outdoor maintenance support for the community and administrative buildings at Malahat Nation as well as providing firewood processing and delivery support to the Nation homes. Work will be physically demanding at time and will require a valid driver's licence in good standing to have use of Nation owned vehicles. <i>This position is a casual term position, with minimal local travel as required.</i>
**Community Patrol Workers Lands Department	Reporting to the Director of Lands, as a Community Patrol Worker will act as a front-line field contact with the public through the patrol and monitoring of Malahat Nation lands with a focus on diplomacy; you will provide patrol services in the community, observing and reporting activities occurring on Malahat Nation reserve lands, to promote community safety and well-being. <i>This is a casual position that works in the field conducting foot and vehicle patrol and will require a valid driver's licence in good standing to have use of Nation owned vehicles with hours set to meet operational needs including nights, weekends and holiday relief coverage.</i>



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LIST OF POTENTIAL POSTIONS BY DEPARTMENT: ON-CALL CASUAL

POSITION	QUALIFICATIONS
**Driver	Reporting to the Department Manager, the Community Support Driver coordinates transportation to registered community members living in Malahat. <i>This is a casual position that works in the field providing safe transportation to clients and as such requires a valid Class 5 driver's licence in good standing (Class 4 is an asset) to have use of Nation owned vehicles with hours set to meet operational needs including nights, weekends and holiday relief coverage.</i>
** Field Laborer Marine Stewardship	Reporting to the Director of Marine Stewardship, the Field Laborer will provide fieldwork support for stewardship initiatives. Work may include general field support on habitat assessments, species monitoring, and fisheries management for Malahat Nation waters and shorelines. Comfort and willingness to work in a variety of weather conditions is required. Work will be physically demanding at times and will require a valid driver's licence in good standing to operate Nation owned vehicles. <i>This position is a casual term position, with minimal local travel as required.</i>
Door to Door Delivery – Community Notices	Reporting to the Department Manager, door-to-door distributors pick up and deliver community notices such as letters, newsletters, flyers and other items and hand-deliver them to addresses within the community or cycling within prescribed time periods. Keep record of items received and delivered using tracking system. <i>This is a casual term position, with minimal local travel via foot or bicycle as required.</i>
Cook	Reporting to the Department Manager, the Cook plans, prepares, and cooks food and snacks for the various programs at Malahat Nation. As the cook, responsible to ensure the kitchen is organized, safe, and running efficiently. The cook must ensure proper food handling, sanitation and following food storage procedures. <i>This is a casual term position that works in the office, with minimal local travel as required.</i>
Home Support Worker	Reporting to the Department Manager, the Home Support Worker performs housekeeping and other home management duties in private households and residential settings providing support to Malahat Nations outreach efforts to community and surrounding areas. <i>This is a casual term position with flexible work hours, however, must meet the clients schedule, with local to moderate travel required.</i>
*Childminder	Reporting to the Department Manager, the Childminder will work collaboratively in a team environment while caring for and educating children between the ages of 6 months - 5 years old. Childminders care for the well-being and physical and social development of children, may assist parents with child care and may assist with general duties. Early Childhood Educator Assistant (ECEA) certified preferred and Criminal Record Check (CRC) required. <i>This is a casual position that works with hours set to meet operational needs including nights, weekends and holiday relief coverage.</i>

Interested applicants are invited to submit a On-Call Casual application form including brief introduction, your interests, and your resume.

Human Resources Department, Malahat Nation

In person, fax 250-743-3251 or via email

Email: careers@malahatnation.com

Website: <https://malahatnation.com/jobs/>

Deadline: On-Going Recruitment.