



SWAN RIVER FIRST NATION
P.O. Box 270
Kinuso, Alberta
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May 27, 2022

Job Opportunity

**Invitation for application for the Full-Time Temporary position of Student Supervisor (2)
(Summer Months)**

Position duties include:

The supervisor is responsible for the training and supervision of student employees. The main function of a student supervisor is to supervise the students and ensure that student employees are performing duties properly and efficiently. This position will require you to transport students to various job sites.

Requirements:

- * **Minimum of Grade 12 Education**
- * **Class 5 Drivers license**
- * **Own vehicle with valid insurance**
- * **Valid First Aid**

Definite Assets:

- * **Enrolled in Post-Secondary studies**
- * **Good organizational skills**
- * **Ability to work with minimal supervision**

Duration of employment: July 4th – August 26th, 2022.

**Closing date for application: June 25th at noon. Please email your resume to Paula @
paulacardinal@hotmail.com**

SWAN RIVER FIRST NATION STUDENT SUMMER EMPLOYMENT

Background:

Swan River First Nation provides summer employment to all its Member Students. These policies are issued to provide a fair and equitable process of both hiring the students and the employment operations.

Hiring Policies:

1. The student must reach the age of 15 prior to July 1st to work for the summer months.
2. The student must attend school for at least a minimum of 65% of the time before he/she will be considered to be eligible to work for the summer student program.

Hiring Process:

1. The student must request employment from the staff of the Education/ ASETS Programs
2. The student must present in writing a commitment to return to school in September

Employment/Working Policies:

1. The student must attend on the first day of employment a workshop/seminar relating to drug and alcohol abuses.
2. The student will be provided the terms and conditions of the summer employment at the above workshop/seminar.
3. Students must do tasks assigned by supervisors in a timely and respectful manner, and must attend training or workshops provided.
4. If a student employee fails to show on a work day without an acceptable reason, he/she will lose wages for that day. Acceptable reasons are family emergency related issues, illnesses, and other similar reasons, all requiring a written notice signed by a parent or a guardian.
5. If a student employee is late, ½ hour wages will be deducted for every 15 minutes, unless an acceptable reason is provided. Acceptable reasons are similar to the ones in item #4 above.
6. If a student employee reports for work in an obvious state of influence of drugs and/or alcohol, he/she will be dismissed immediately for the remainder of that work day. The student and his/her parents are expected to meet with the Nation's NNADAP worker the next working day. Reinstatement for work will depend upon the outcome and related actions of the NNADAP meeting.

* This offense will be dealt with as follows:

1st Verbal Warning

2nd Written Warning

3rd Dismissal

7. Appeals of actions under these policies will be adjudicated by the Director of the Education Program.

8. Further appeals may be lodged with the Swan River First Nation Administrator who will ensure that the appeal will be heard by Chief and Council.