

LAKE HELEN NEWSLETTER
July 18, 2024



**RED ROCK
INDIAN BAND**
Strength. Tradition. Empowerment.

NEXT GENERAL BAND MEETING

****WEDNESDAY, August 7, 2024****
Resource Centre
7pm

MEMBERSHIP OFFICE HOURS

Effective January 2024

9am-4pm - Tuesday & Wednesday
(closed 1 hour for lunch at noon)

Recycling Day

Tuesday, July 30th & August 13th
(every second Tuesday)

Please have Recycle Bins ready for pick up at 5pm

Garbage Day

****EVERY FRIDAY****

Unless otherwise posted.

Please have your garbage out by 3pm.

VACATION NOTICES

Kaitlyn Casmey (Family Support Worker) is on holidays July 19th to
August 2nd

Heather Lindstrom (Family Wellbeing) is on holidays July 29th to
August 2nd

Hello Preparing Our Home network,

We hope this note finds you and your communities safe.

It is that special moment when we share registration for the annual Preparing Our Home Gathering.

Please share with Indigenous youth (18 to 30 year-old) interested in emergency management!

Preparing Our Home program provides training for youth-led community resilience and emergency preparedness initiatives in your community.

Please share this opportunity with some of the exceptional youth leaders (18 to 30-year-old or those who work with youth). No experience in emergency management is necessary. **This is a leadership development program.** Preparing Our Home will fully fund up to 25 applicants (travel, accommodation, and meals).

Participants will be selected by a selection committee.

If you have any questions, please email preparingourhome@gmail.com

Dates: November 3-8, 2024 (Sunday to Friday). Location: Spirit Ridge Resort, Osoyoos, BC.

Registration form link: <https://forms.gle/VZ8966oBtFjh49Eo7>

Fire Keeping Teachings

We are looking for interested individuals to learn and carry the Fire Keeping Teachings forward in our community

Minimum age 12

**Please contact Shannon Michelle-Ruth by emailing her
housing@rrib.ca**

CALL Out for Mailing Addresses for Red Rock Indian Band members 18 years of age and older

This is concerning an information package about the Annuity/Land Claim we are currently going through. It is essential that your current mailing address is updated with the band so that you will receive this information.

Send your updated **mailing** addresses to [**Marjorie.Robert@rrib.ca**](mailto:Marjorie.Robert@rrib.ca) this is either Post Office Box number or if delivered to your home, your street address.

Please use the Name that you are registered with the band, if you have not changed your surname due to marriage, divorce or for other reasons I can only go by the name in the Indian Registry System.

Thank you

Marjorie Robert
*Membership Clerk/Emergency Preparedness
Coordinator*

Update on Bill C-38

As you may know, Bill C-38 was introduced in Parliament on [December 14th, 2022](#) and began its Second Reading on [October 20th, 2023](#). Bill C-38 resumed its debate on [March 22, 2024](#), however, the debate did not conclude nor referred to Committee during this session.

Unfortunately, now that the House of Commons has risen for the summer, Bill C-38 will be on hold until fall 2024. The House of Commons is set to resume on September 16, 2024.

We know that this is not the news you wanted to hear. This is not the news we wanted to deliver. We are currently waiting for the House to resume, and the Minister of Indigenous Services continues to express a deep personal commitment to ensuring that Bill C-38 proceeds in the Fall. Bill C-38 remains a top priority which is reflected in the [United Nations Declaration on the Rights of Indigenous Peoples Act Action Plan, Chapter 2 section 7](#).

If you would like to stay updated with the progress of Bill C-38 in real time, you may follow along with Bill C-38 on the [Parliament of Canada](#) website.

On another note, the Registration Reform team continues to work on the [Collaborative Process on the Second-Generation Cut-Off and Section 10 Voting Thresholds](#) which was announced by the Minister on [November 20, 2023](#).

We are currently in Phase 1 of this process which includes a [Rights-Holder Information Sharing initiative](#). The Rights-Holder Information Sharing kit has been prepared in collaboration with an Indigenous Advisory Process to support First Nations and impacted Indigenous rights-holders prepare for consultation events set to begin later this year. In addition to the kit, community-specific data sheets have been developed to highlight the impact of the section-generation cut-off for each First Nation's registered population. Community-specific data sheets may be accessed at [this link](#).

We would like to thank the Indigenous Advisory Process for their meaningful participation in this process, and for their valuable contributions to the co-development phase of the Collaborative Process on the Second-Generation Cut-Off and Section 10 Voting Thresholds.

We are now hosting a series of virtual information sessions on information in the Rights-Holder Information Kit. While these sessions are not considered consultation, they provide an opportunity to review the information in the kit with our team and allow you to ask any questions you may have. If you would like to attend one of these sessions, please register at [this link](#). Additional sessions will continue to be added based on need.

In addition to the Rights-Holder Information Sharing initiative, we are co-developing a consultation plan based on guidance from the Indigenous Advisory Process and any feedback we receive from Rights-Holders. Once these have been developed and there is indication from First Nations and impacted Indigenous people that they feel prepared for consultation, the formal consultation phase will begin. In the coming weeks, we will be issuing a call for proposals for First Nations and other Indigenous organizations to partner in consultation, including the development of solutions. If you would like more information on this call out, please let us know.

Should you have any questions, please do not hesitate to reach out.

Thank you,

Registration Reform

For more information contact Marjorie Robert by email at Marjorie.Robert@rrib.ca



FRI, JULY 19TH HIV INFO BOOTH

Find us under the tent outside the band office*

HIV/HCV/STBBI program will be hosting a table of information on the education and awareness on Human Immunodeficiency Virus, Hepatitis C and Sexually Transmitted Blood Borne Infections, information on the upcoming Hep C Testing in the community event with Thunder Bay Ontario Aboriginal HIV/AIDS Strategy (OAHAS) and Elevate NWO. Various swag, hygiene items and resources will also be available. First come first serve. There will be a door prize for those who come to learn more about the program. Open to everyone! This booth will be partnered alongside mental health and the OTN Regional Telemedicine Navigator info booths and swag.

Reach out to the program contact for more information.

*outside weather permitting otherwise we'll be in the telehealth room located in the band office.



**RED ROCK
INDIAN BAND**
Strength. Tradition. Empowerment.

1-4pm outside
band office*

RRIB swag

Hygiene items
and feminine
hygiene products

First aid kits

Door prize

RED ROCK INDIAN BAND

Mental health crisis
coordinator &
HIV/HCV/STBBI program
contact

Candace Tuck

Candace.tuck@rrib.ca

807-887-2510 ext 279

TREATMENT
CURES
OVER 95% OF
PEOPLE WITH
HEPATITIS C



Talk to your nurse
or doctor about your
treatment options

CATIE

Comprehensive Community Planning (CCP)



NOTICE BOARD

ON SATURDAY, JULY 20, 2024, THE CCP COMMITTEE WILL BE CONDUCTING SURVEYS AS THE START OF THE ENGAGEMENT PROCESS FOR THE CCP. COME OUT AND FILL A SURVEY TO REFLECT YOUR THOUGHTS ON HOW TO MAKE OUR COMMUNITY A BETTER PLACE TO LIVE NOW AND FOR FUTURE GENERATION.

Amelia Hardy
Comprehensive
Community Planner
ccp@rrib.ca
807-887-2510 Ext. 290



PLACE: POW WOW GROUNDS

TIME: 2 - 5 PM

\$10 GIFT CERTIFICATE FROM LAKE HELEN GAS AND VARIETY FOR YOUR COMPLETED SURVEY.

ALL RRIB MEMBERS WELCOME, ELDERS, YOUTH AND CHILDREN

ALL SURVEYS ARE ANONYMOUS

WHY IS CCP IMPORTANT?

CCP is an important opportunity to make members' voices heard.

It can show a community's patterns, trends, and offers that your community is organized, focused and working hard for a better future.

It can help make sure your goals as a community are known and respected.

FULL MOON CEREMONY



Lake Helen Chalet Lodge
Saturday July 20th @ 7 PM
Come on out and share!

Bring your drums, rattles, skirts & Beautiful
voices!

Bring a light snack to share 😊

Any questions contact Heather Lindstrom fwb@rrib.ca

Cornhole

**Every wednesday in july
outside at the
chalet 6pm-8pm**





CHILL WITH US

RRIB BEACH

JULY 2,9,16
AUGUST 13,20,27
START AT 1:00PM

PLEASE EMAIL
FSW@RRIB.CA SNACK
SUGGESTIONS

SOAK UP THE
SUN WITH
DRINKS AND
BBQ

MUSIC, FLOATIES

Family Group Fitness Classes

**JULY AND
AUGUST**

**With certified personal
trainer: Abby Taggart**

- Personal Training Specialist (CanFitPro)
- AGATSU - Speed & Strength Specialist
- Bachelor of Human Kinetics in Clinical Exercise Physiology
- Experience in competitive powerlifting



Classes

July 18th, 25th

August 1st, 8th, 15th, 29th

5:30-6:30pm outside of the Band Office

Kids must be 10+

Come on your own or with friends + family!

Limited spots available. To sign up
please email Abby Taggart at
cww@rrib.ca

Managed Service Model

Guestlink

Did you know that you have access to Telemedicine services in your community?

Guestlink provides convenient access to your healthcare provider from your home, health centre, or anywhere with internet access.



MORE INFORMATION:

Cheslea Russell, BScN, RN

Regional Telemedicine Navigator

+1 (807) 621-3164

chelsearussell@kochiefs.ca



Some specialities the MSM program can help with:

- video visits with your current health care provider or to help find a healthcare provider for you
 - mental health (adult, youth/child, counselling, psychiatry and psychology)
 - oncology (cancer care specialist)
 - Development Services Ontario (psychological assessments)
 - geriatric (elder care specialist)
 - nephrology (kidney disease specialist)
 - infectious diseases
 - occupational therapy
 - neurology (brain and nervous system specialist)
 - speech language pathology
 - dermatology (skin care, acne)
 - educational sessions on a variety of topics
- Email otn@rrib.ca to book virtual appointments or if you have questions**



CHELSEA

Hello, I'm Chelsea Russell, a First Nations Registered Nurse with experience in Surgical Care, Hemodialysis, Community Care, and Public Health. Outside of work, I love spending time outdoors and with my family. Being a mom to 3 busy boys keeps me on my toes. I'm thrilled to be joining KO and embracing my new role as the Regional Telemedicine Navigator.



Meet n' Greet with Chelsea

Fri, July 19th 10am

Resource Centre

Breakfast provided

Chelsea is the Regional Telemedicine Navigator at KO eHealth Telemedicine services. When you request a video visit with your healthcare provider, Chelsea will then coordinate with provider to schedule the appointment where you will then receive an email invitation with the appointment's date and time, and a link to the private and secure video.

She will be in the community presenting more information and answering questions on how to access telemedicine services in the comfort of your home or in the band office.

All are welcome!

From 1-4pm Come visit us under the tent outside the band office! *

OTN telemedicine, mental health services and HIV awareness are hosting an information booth

Snacks and cold treats and beverages available

Door prizes! All are welcome!

*Bad weather we will be in the telehealth room inside the band office

For more info, contact
candace.tuck@rrib.ca

Moontime

Youth Girls Ages 9yrs +

A time to rest, reflect and learn!

Come out and take part in conversation, teachings, information,
crafts, & snacks!

Tuesday July 23rd 6:00 P.M @ the Resource Centre



Caregivers should know some topics of discussion may include:
Menstruation, Personal Hygiene, Mental Health, Human
Trafficking, Pregnancy, Internet safety, Addictions etc.
Any questions contact Heather Lindstrom fwb@rrib.ca

THURSDAY JULY
25TH

ALE

Adult Life Enrichment

1:00PM-3:00PM

CORNHOLE TOURNAMENT & BBQ



**RED ROCK
INDIAN BAND**

Strength. Tradition. Empowerment.



Dilico

Anishinabek Family Care

**OAHAS AND ELEVATE NWO
ARE HAVING AN**

**HIV &
HCV TESTING DAY**

.....

**TUESDAY
JULY
30**

.....

**10AM-3PM LAKE HELEN
RESOURCE CENTRE**

.....

***Discrete testing and confidential
1on 1 conversations***

****\$25 grocery or gas gift card for those who seek testing, or
want to learn more about testing, \$5 for folks who get tested**

****A free sub for those who attend and want to learn more
about our services**

****Trivia for a chance to win a door prize**



Oahas
ONTARIO ABORIGINAL
HIV/AIDS STRATEGY

elevate **NWO**
HIV | AIDS | HCV | HARM REDUCTION

Living with Cancer

Support Group

Join us for an evening of delicious food, inspiration, and support as we embrace the stories and herald the courage of members of our community and surrounding area who are surviving, fighting, and thriving while living with Cancer. This special program is designed to help build the support circles for members of who are currently battling or living with Cancer by allowing them to share their stories in a welcoming atmosphere surrounded by the positive energy by family and a community who love them.

When: Tues July, 30 2024

Where: Chalet lodge

Time: 5pm


❖ Please call and sign up for the dinner with Janet Belisle @ 887-2510
signing up just gives me an idea how much food I will be needing

Thanks

**** This is open for everyone to attend you do not need to have Cancer to attend you may be somebody's support system that can help them out****

We dont know how
Strong we are until
being strong is the only
choice we have.



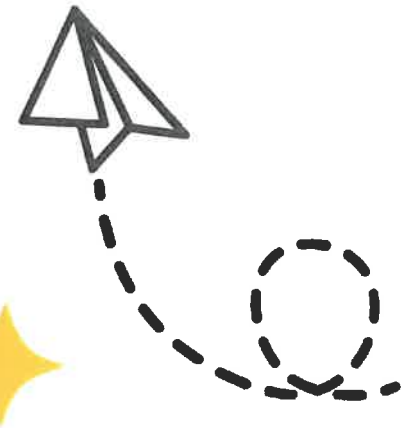


**WEDNESDAY,
JULY 31ST AT
11AM AT
RESOURCE
CENTRE**

ECD MONTHLY GET TOGETHER (0-6 YEARS OLD)

- ✓ **Milk Vouchers,
Heights, Weights**
- ✓ **Socialization**
- ✓ **Door Prize**
- ✓ **Lunch Provided**

See You There!



CALL FOR INTEREST FOR PLAYERS, COACHES & MANAGERS

LITTLE NHL MARCH 10-13, 2025

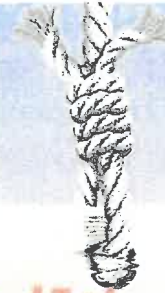
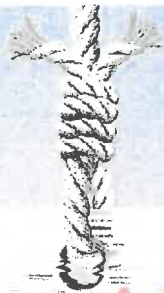
RED ROCK INDIAN BAND is exploring options to assist with organizing teams. Decisions will be based on interest and commitment of coaching staff, players & parents for each division (U7 to U18, U18 Girls).

Assistance with fundraising will be required. Applications for funding will be submitted but approval is not guaranteed. Coaches/Managers will be responsible for team organization with direction on duties.

Submit your name to Lauren at
lnhlrib@outlook.com

Names to be submitted by July 31, 2024 to ensure adequate time for planning





ANISHINAABEMOWIN
YOUTH CAMP
2024

AUG 14-16TH
CHALET LODGE

AGES: 10 & UP

Youth Younger will have to be accompanied by a
chaperone

There will be Day Camps & a One Night stay at
the Chalet Lodge (15th)

Archery. Medicine. Double Ball. Water
Activities. Drumming & Ceremony!

July

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 RECYCLING DAY 2 Beach Day 1pm	3 OW Workshop 9am RC Cornhole 6pm CL	4 Community Kitchen 6pm RC	5 GARBAGE DAY	6
	7 Dilico Walk-in Counselling 1pm THR	8 Beach Day 1pm	9 BAND MEETING 7pm RC Cornhole 6pm CL	10 Group Fitness 5:30pm BO		
				11 DILICO HEALTH TEAM OW Community Visit 9am RC Group Fitness 5:30pm BO Card Party 7pm RC	12 GARBAGE DAY	13
14 Hiking Group 6pm TBD	15 Authentic Connection TBD	16 Beach Day 1pm	17 Cornhole 6pm CL	18 Waawate 10am THR Group Fitness 5:30pm BO Chip Bingo 6pm RC	19 GARBAGE DAY POW WOW OTN Breakfast 10am RC Health info booths 1pm BO	20 POW WOW Full Moon 7pm CL

		CURTURAL	WEEK AT	THE LODGE		
21 POW WOW	22 Moon Time 6pm RC	23	24 DILICO HEALTH TEAM Cornhole 6pm CL	25 Group Fitness 5:30pm BO Community Kitchen 6pm RC	26 GARBAGE DAY	27
28 Hiking Group 6pm TBD	29 World Hep C Event 10am RC Cancer Dinner 5pm RC	30 RECYCLING DAY 30	31 Cornhole 6pm CL GOOD FOOD BOX	RC – Resource Center BO – Band Office CL – Chalet Lodge TBD – To Be Determined THR – Tele Health Room		



Caterer Needed



In search of a Caterer for a 3-day Language Camp

Wed, August 14th and Thurs, Aug 15th -Lunch noon

Fri, Aug 16th- Breakfast 9am

Location: Chalet Lodge

Must be kid-friendly and peanut-free

Please submit your sealed bid and menus for each of the 3 days (x2 lunch and 1 breakfast) to the main desk at the band office addressed to Candace Tuck or by email candace.tuck@rrib.ca by Mon, July 29th/2024 at 4pm. If you have questions you can contact Candace 887-2510 ext 279 or 807-708-2187



July 2024

PCT Team Travel dates.

For services, please call 1-807-626-5100 Or 1-855-623-8511.

Main site located in Thunder Bay

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
Team 1=T1 Team 2=T2 Team 3=T3 Jonah Rolande		T1 - KZA J - BZA	T1 - WSNF T2 - BZA Dr. T - RRIB J - RRIB	T2 - RRIB		
7	8	9	10	11	12	13
		T1 - Pic Mober T2 - Pic Mober J - WSNF	T1 - Pic River T2 - Pic River J - KZA	T1 - RRIB		
14	15	16	17	18	19	20
		T1 - LL58 T2 - LL58 Dr. T - LL58 R - Pays Plat	T1 - Ginoogaming T2 - LL58 Dr. T - LL58 R - Pic Mober	R - Pic Mober R - RRIB		
21	22	23	24	25	26	27
		T1 - Pays Plat T2 - WSNF Dr. T - WSNF J - Pic Mober R - LL58	T1 - RRIB T2 - KZA Dr. T - KZA J - BIIG R - Ginoogaming	R - KZA		
28	29	30	31			



Team 1 (Nurse Practitioners and Registered practical nurses.)

Ashley Oliver Np,
Gerald Maggrah Np,
Andrea Silvaggio RPN,
Kristin Clearwater RPN.

Team 2

Dr. Mober Practitioner
Jonah
Ashley L. Oliver
Therapist

Team 3

Dr. Mober Practitioner
Jonah
Ashley L. Oliver
Therapist

Jonah Dupuis
Pharmacist

Michelle Vukobrat
Therapist

RELIEF Front-Desk Receptionist (On-Call Basis)



**RED ROCK
INDIAN BAND**
Strength. Tradition. Empowerment.

Reports To
Chief & Council

Summary

The Relief Front-Desk Receptionist is responsible for many clerical office duties. These include but aren't limited to; coordinating and communicating office activities, greeting and screening visitors, answering and referring inbound telephone calls, and scheduling venue bookings (Resource Centre, Boardroom, etc.). The Relief Front-Desk Receptionist will also be responsible for administrating company correspondence.

Job Duties

- Respond to telephone, e-mail, and in-person inquiries from clients, business partners, and other parties.
- Refer all inquiries to the appropriate individuals, divisions, or departments across the organization.
- Take and record telephone, e-mail, or written message for staff members.
- Receive and distribute all forms of paper correspondence.
- As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions.
- Provide information to staff and/or clients about special activities.
- Ensure that the appropriate evacuation procedures are done in an emergency.
- Accept and monitor inbound shipments as necessary.

Requirements

- High school diploma or GED, or an acceptable combination of education and experience.
- Can be available within 24 hours' notice.
- Strong knowledge of general office procedures.
- Able to write simple correspondence, including memos, letters, etc.
- Adjusts and is flexible to meet changing work needs and demands.
- Strong knowledge of Microsoft Office products, including Excel, Word, and PowerPoint.
- Superior telephone manners and strong interpersonal skills.
- Strong customer service orientation.

Working Conditions

- Able to occasionally lift items as heavy as 50 lbs.
- Manual dexterity is required to use desktop computers and peripherals.
- **MUST have an open availability.**

Interested applications should apply **as soon as possible**.

Resumes may be submitted via email to jobs@rrib.ca

Or submitted in person at the Band Office: **2 Gas Rd, Lake Helen ON**
ATTN: Chief & Council

RELIEF Band Office Custodian (On-Call Basis)



**RED ROCK
INDIAN BAND**
Strength. Tradition. Empowerment.

Reports To

Asset Manager, Chief & Council

Summary

The On-Call/Relief Custodian will provide essential cleaning and maintenance services for the Band Office and other community buildings as needed. This role is perfect for individuals seeking flexible work schedules and the opportunity to contribute to the cleanliness and upkeep of our facilities.

Job Duties

- Perform general cleaning duties, including sweeping, mopping, dusting, and vacuuming.
- Clean and sanitize restrooms, replenishing supplies as needed.
- Empty trash and recycling bins and ensure proper disposal of waste.
- Maintain cleanliness of common areas, such as hallways, lobbies, and break rooms.
- Respond to urgent cleaning needs and spills promptly.
- Assist with setup and breakdown of furniture and equipment for events.
- Report any maintenance issues or safety hazards to the appropriate personnel.
- Follow established cleaning procedures and safety guidelines.

Requirements

- Previous custodial or cleaning experience preferred.
- Ability to work independently and efficiently.
- Strong attention to detail and a commitment to cleanliness.
- Excellent communication skills and a positive attitude.
- Physical ability to perform the duties of the job, including lifting, bending, and standing for extended periods.
- The candidate should possess a strong knowledge of WHMIS (Workplace Hazardous Materials Information System)
- Availability to work flexible hours as needed.

Working Conditions

- Able to occasionally lift items as heavy as 50 lbs.
- **MUST have an open availability.**

Interested applications should apply **as soon as possible**.

Resumes may be submitted via email to jobs@rrib.ca

Or submitted in person at the Band Office: **2 Gas Rd, Lake Helen ON**
ATTN: Chief & Council

Temporary Ontario Works Assistant (6 month-1 year contract)



**RED ROCK
INDIAN BAND**
Strength. Tradition. Empowerment.

Reports To

Ontario Works Administrator, Chief & Council

Summary

The Red Rock Indian Band is seeking a temporary Social Services Administrative Assistant to support the Ontario Works program. The assistant will help with applicant intake, financial assistance processing, and employment support activities.

Key Duties and Responsibilities

Assist in the Delivery of Ontario Works Program:

- Support the intake process for applicants, ensuring all required information is accurately collected and verified.
- Provide assistance in assessing the eligibility of community members for financial assistance programs.

Financial Assistance Program:

- Aid in the administration of financial assistance to eligible recipients.
- Ensure timely and accurate processing of applications and documentation.

Employment Assistance Program:

- Encourage and support participants in exploring career opportunities, identifying skills, and engaging in job search activities.
- Assist participants in developing resumes, cover letters, and other job application materials.
- Provide resources and guidance for job training and educational programs.

Qualifications

- Minimum of Grade 12 or equivalent education.
- A combination of secretarial, clerical, and administrative assistant experience.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Competent in using communication applications, including web browsers and email.
- Familiar with maintaining and organizing digital records and files.
- Ability to conduct research and gather relevant information.
- Demonstrate respect and compassion when interacting with participants.
- Adhere to effective office procedures and practices to maintain an organized and efficient work environment.

Additional Information

- **Work Environment:** This position requires the ability to work in a team-oriented environment, providing support to the Social Services department and maintaining a high level of confidentiality.
- **Personal Attributes:** The ideal candidate will have excellent communication skills, both written and verbal, and a strong commitment to providing high-quality service to community members.

Interested applications should apply by **July 26th, at 12:00pm.**

Resumes may be submitted via email to jobs@rrib.ca

Or submitted in person at the Band Office: **2 Gas Rd, Lake Helen ON**

ATTN: Chief & Council

Community Development Assistant



Description:

The Community Development Assistant, working under the Direction of the Community Development Officer and Chief and Council, will be trained to work in an office environment and work on specific projects pertaining to Community and Economic Development for the Red Rock Indian Band. The Community Development Assistant is responsible for assisting with research, preparation, submitting, and management of grant proposals/reports. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on clear writing and outcome measurement.

The successful applicant for the Community Development Assistant (CDA) position will initially support various community development initiatives, with the understanding that they will eventually transition into the Community Development Officer (CDO) role full-time, overseeing the strategic planning and implementation of community development programs.

Competencies:

Adaptability - Adapts and responds to changing conditions, priorities, technologies, and requirements.

Communication - Expresses and transmits information with consistency and clarity.

Cultural Sensitivity - Promotes an inclusive environment exemplified by understanding Anishinabek groups.

Negotiation - Gains support of ideas, proposals, and solutions from others; reaches deals and compromises on what will work best for the organization; considers other opinions while holding strong to firm directions and goals.

Organization - Able to create or maintain multiple different types of programming to ensure all age groups within the community are represented.

Problem Solving - Able to break down a situation into smaller pieces to identify key issues and figure out cause and effect relationships to solve. Use logic and analytical methods to come to a realistic solution.

Professionalism - Demonstrates professional standards of conduct when governing interactions between individuals in a business environment.

Resourceful - Responds to difficult situations or workplace requirements by using the available tools and information to support decisions and solutions.

Results Orientation - Able to focus on desired outcomes, and the means by which they are achieved by meeting and or exceeding standards based on past performance, goals, and objectives, as well as the performance and/or achievements of others.

Teamwork - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment.

Job Duties:

- Assist with proposal development and submission—preparing and organizing materials for proposals, and submitting and monitoring applications—including:
 - drafting proposals, application narratives, budgets and collaborate to finalize with development, program, and finance staff as well as Chief and Council.
 - submitting grant applications.
- Meeting with funders and individual department staff to explore funding opportunities and ensure projects are meeting key milestones as outlined in funding applications.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets including:
 - monitoring and maintaining funder reporting schedules and requirements.
- Assist in drafting progress reports and targeted program updates to funders that fully capture programmatic success.
- Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.

Job Requirements:

- Post-Secondary education in Economic Development, Business, or related field/experience.
- Excellent written and verbal communication skills.
- Ability to work individually as well as part of a team.
- Demonstrated time management skills.
- Proficiency in Microsoft Office (specifically Word, Excel, and PowerPoint)
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment.

Please submit your cover letter, resume, proof of educational qualifications and three current references by July 31st at 12:00pm to the email or location below:

Email: jobs@rrib.ca

Office: Attn: Chief and Council
Red Rock Indian Band
P.O. Box 1030
2 Gas Road., Lake Helen Reserve
Nipigon, ON P0T 2J0