



EMPLOYMENT OPPORTUNITY Summer Student Positions

The Rainy River District Social Services Administration Board (RRDSSAB) is accepting applications from qualifying post-secondary students to work for the 2023 summer season, as follows:

Maintenance/Custodian Assistant

- **Atikokan** (40 hours per week)
- **Fort Frances** (40 hours per week)
- **Rainy River/Emo** (40 hours per week)

The Maintenance/ Custodian Assistant is responsible for performing custodial duties, painting, minor maintenance and repair, move-out work, general security, and fire alarm monitoring. Additional duties include grounds-keeping such as cutting grass, trimming hedges, raking, edging, planting, weeding, cultivating and watering flowers. Work is primarily performed outdoors and includes the use and operation of small equipment.

All incumbents must work in a safe manner and adhere to all occupational health and safety requirements. The hours of operation are Monday to Friday day shift for an anticipated duration of approximately sixteen (16) weeks. **Rate of pay is \$18.00 per hour plus 4% vacation pay.** To learn more about job qualifications and our Summer Student Recruitment Instructions, please visit our website at www.rrdssab.ca and view Job Postings.

Deadline for Application Packages: Friday, April 21, 2023 at 4:00 p.m. (CST)

You may submit your completed Application Package for summer student employment by email, mail, or in person to the RRDSSAB main office. Please address your correspondence to:

Joanne Spence, Human Resources Officer
Rainy River District Social Services Administration Board
450 Scott Street
Fort Frances, ON
P9A 1H2
Competition# HR-09-2023-SS
PRIVATE AND CONFIDENTIAL

or Email: joanne.spence@rrdssab.ca

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted. The RRDSSAB is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document is available in an alternative format, upon request.

Requirements:

The following are requirements for all Summer Student (SS) positions:

1. Students must have completed a full year of studies (September to April) at an accredited post-secondary institution (college, university or other accredited institution). High School students may be considered for a summer student position, however, preference will be given to post-secondary students. Additionally, the student must be returning to studies immediately following their summer employment. Official documentation from the successful applicant's educational institution will be required to support eligibility.
 2. Students must provide the satisfactory outcome of a CPIC Vulnerable Sector Screen as a condition of employment.
 3. Students must submit proof of being fully vaccinated against COVID-19 or proof of a medical contraindication as a condition of employment.
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Instructions:

Each Application Package must be accompanied by a fully completed *Summer Student Application Form*, including all requested documents in order to be considered. Stand-alone Resumes will not be accepted. Application forms and position descriptions are available on the Rainy River District Social Services Administration Board website and at the Reception desk of the main office, 450 Scott Street, Fort Frances. The *Summer Student Application Form* contains important instructions, follow them closely.

Submit your complete Application Package for summer student employment to the attention of "Human Resources Officer"; emailed to joanne.spence@rrdssab.ca; or mailed/dropped off to the following:

Joanne Spence, Human Resources Officer
Rainy River District Social Services Administration Board
450 Scott Street
Fort Frances, ON
P9A 1H2
Competition# HR-09-2023-SS
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Please do not submit duplicate application packages. Regardless of how you choose to apply, please apply only once, indicating all positions you are interested in and your order of preference.

Your Application Package must contain the following: Cover Letter, Application Form, Resume, and three (3) work-related References, followed by your Proof of Eligibility. The latter can be any document which proves you were registered for post-secondary studies from September 2023 – April 2024. A Cover Letter is required including a subject line which states "Summer Student Employment". The Application deadline is 4:00 p.m. on April 21, 2023 (Central Standard Time). Incomplete or late applications may not be accepted. Your application may be evaluated based on how well you follow these instructions. This Form can be used to apply for all available summer student position(s) for which you are interested. Do not submit duplicate applications (eg. fax & email). Note that we are not authorized to discuss any details of an application with persons other than the applicant (i.e. Parents or Guardians).

First Name:	Last Name:	Educational Institute/Field of Study:
Mailing Address:	Town/City:	Postal Code:
Email Address:	Cell Phone:	Alternative Phone Number:
Earliest Available Start Date:	List dates you may be unavailable to work: May: _____ June: _____ July: _____ Aug: _____ Sept: _____	Last Date Available For Work:
Which LOCATION are you applying for: <input type="checkbox"/> Atikokan, Maintenance/Custodian (SS) <input type="checkbox"/> Fort Frances, Maintenance/Custodian (SS) <input type="checkbox"/> Rainy River/Emo, Maintenance/Custodian (SS)		Driver's License Information: Class of license: _____ Province of Issue: _____ Restrictions: _____
I am legally entitled to work in Canada: <input type="checkbox"/> Yes <input type="checkbox"/> No		I have been previously employed by the RRDSSAB: <input type="checkbox"/> Yes <input type="checkbox"/> No
I am aware of the requirements of this position: <input type="checkbox"/> Yes <input type="checkbox"/> No		I am physically capable of performing the core duties of this position: <input type="checkbox"/> Yes <input type="checkbox"/> No
I have completed two (2) consecutive semesters of post-secondary studies beginning in September of 2022: <input type="checkbox"/> Yes <input type="checkbox"/> No		I have registered for two (2) consecutive semesters of post-secondary studies beginning in September of 2023: <input type="checkbox"/> Yes <input type="checkbox"/> No
I hereby declare that the above information is true and correct. I understand that wilful dishonesty may result in the refusal of this application, the termination of my employment, and/or the refusal of future employment reference requests.		
Signature:		Date:
<p>Return this completed Application, Cover Letter, and Resume to: Joanne Spence, Human Resources Officer, PRIVATE AND CONFIDENTIAL Rainy River DSSAB, 450 Scott Street, Fort Frances, ON P9A 1H2 joanne.spence@rrdssab.ca or fax to: (807) 274-5729</p>		