



Looking to Make a Difference?

NIMKEE NUPIGAWAGAN HEALING CENTRE

Custodian

LOCATION: Muncey, Ontario

Nimkee NupiGawagan Healing Centre is a leading holistically based residential treatment centre in addictions, solvent use and abuse for all youth from Indigenous communities nationally. The seven Grandfather teachings form the cornerstone for our program: Respect, Love, Honesty, Bravery, Humility, Wisdom and Truth. The benefits for participants are empowerment, inner discipline and belief in self.

JOB SUMMARY

The Custodian is responsible for ensuring the proper maintenance, cleanliness and operation of the facilities, infrastructure and equipment to help make the Nimkee experience a safe and positive one for the youth participants and the Nimkee staff. The expectation is that the facilities, HVAC, plumbing, mechanical, electrical and security systems are working safely and reliably. The Custodian ensures the building, furniture, equipment and grounds are kept in good condition and meet the required standards through a program of preventative and ongoing maintenance. The person in this position ensures that Health and Safety requirements for the facilities, resources and grounds of the Centre are being met, manages the security system and has the role of Fire Marshall. Landscaping and maintenance of grounds, routine roof and signage inspections and repair is also required. The custodian will manage a maintenance budget, have input on capital projects, maintain equipment, supplies inventory and be responsible for working with outside contractors when necessary.

Participation in traditional aboriginal cultural events, committees, quality improvement initiatives and continuing education is expected. Dedication to high standards of practice, adherence to organizational policies and statutory obligations is required along with a commitment to maintaining privacy and confidentiality for the youth participants and the organization. This position reports to the Executive Director.

KEY RESPONSIBILITIES

- Maintain and repair facilities, storage centers and other buildings, room/ meeting/ event setup as needed
- Ensure regular cleanliness and usability of interior and exterior of the facilities, including the classroom, common rooms, residences, offices, kitchen and washrooms, etc. to public health standards, infection and pest control
- Perform basic plumbing, carpentry, painting, masonry, electrical repair and maintenance
- Ensure an Emergency Plan is in place that staff have been trained, fire and emergency drills are scheduled, security systems are inspected and operational and proper signage is in place
- Conduct regular workplace inspections and ensures all hazards or potential hazards are addressed
- Responsible for all routine roof maintenance
- Maintain basic landscaping and maintenance of grounds year round (e.g. snow removal and grass cutting, tree, garden and shrub maintenance)
- Communicate with staff regarding safety, maintenance requirements, issues and repair timelines
- Promote a sense of community, safety, continuity and consistency throughout the youth's treatment experience while focusing on duties
- Demonstrate a genuine expression of organizational values while fulfilling all duties and functions
- Demonstrate exceptional interpersonal skills and model positive behaviour for youth
- Ensure compliance with all federal and provincial legislated building codes, safe operating standards and organizational policies and procedures
- Participate in education program for employees and ensure skills and certifications are maintained.
- Adhere to Nimkee Policies and Procedures including Health & Safety policies
- Maintain confidentiality

Career Opportunity – Custodian

Qualifications:

Abstainer with at least three years continuous sobriety is a requirement by organizational policy.

Education & Certification

- Secondary school graduation certificate
- Trades certification in HVAC, electrical or plumbing an asset
- Maintenance certification
- Carpentry skills
- Fire Extinguisher Handling Training
- Health & Safety, CPR and First Aid Certification, WHMIS Training
- Prevention and Management of Aggressive Behaviour Certificate (or willing to take course)

Experience

- Experience in custodial service
- General facility maintenance and equipment repair including basic construction, drywalling, painting
- Able to work safely under pressure and in crisis situations
- Good project management skills
- Above average problem-solving and math skills and initiative
- Exceptional interpersonal skills and ability to handle conflict and other difficult situations in an objective consistent format
- Above average oral and written communication skills to carry out both verbal and written instructions.
- Computer skills in Microsoft Office
- Must be able to work independently, contribute to the Nimkee Team and support the mission of the Centre
- Knowledge and understanding of First Nations culture and community life and experience with native children and youth is an asset
- Registered member of a First Nation as per section 16(1) of the Human Rights Act
- Fluency in a First Nations language is an asset

Other

- Must be able to work flexible hours.
- Must be able to perform physical labour
- Must have a valid Ontario Driver's "G" class License, a clear driving transcript and reliable transportation

All applications are confidential. Only those applicants applying with a detailed resume, cover letter and three written work references will be accepted. While your interest in Nimkee Nupigawagan is appreciated, only those applicants being given further consideration will be contacted. The recruitment process requires a criminal background check for work with vulnerable persons and pre-employment medical screening tests.

Interested applicants should apply by the closing date of noon, **September 24th** to:

executivedirector@nimkee.org