**Employment Opportunity**

**Akamihk Child and Family Services Society is seeking an individual to fill the position of:**

**CUSTODIAN AND MAINTENANCE JOB DESCRIPTION**

**Akamihk Child and Family Services Society (ACFSS)**

Akamihk Child and Family Services Society (ACFSS) is newly formed organization that works to ensure that the rights of Montana First Nation (MFN) children have access to and are given the opportunity to develop to their fullest potential and capability without interference and/or undue delay.

**Custodian and Maintenance Position Summary**

Reporting directly to the Human Resource/Office Manager (HROM), the Custodian and Maintenance Worker will be responsible for performing general building and property maintenance. The Custodian and Maintenance Worker will carry out the mandate of the ACFSS Board of Directors, along with other duties as directed by the HROM; and ensure that the Maskwacis Traditional Cree Language and Culture is respected, promoted and practiced in all aspects of the ACFSS.

**Scope of Responsibilities and Activities**

The Custodian and Maintenance Worker will perform highly diversified duties to install, troubleshoot, repair and maintain the ACFSS facilities and property according to safety and site business goals and objectives. The Custodian and Maintenance Worker is also responsible for keeping the building in a clean and orderly condition, and will perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish.

**Specific duties will include but not be limited to the following:**

The Custodian and Maintenance Worker will:

* Report to the HROM Supervisor.
* Identify, assess, and inform the HROM of internal and external issues that affect the organization.
* Work closely and collaboratively with Supervisor, Management, the Executive Director, caseworkers, and co-workers.
* Work within ACFSS's Personnel Policies.
* Work with HROM, the Executive Director, Managers and employees to develop and implement an operational plan for ACFSS.
* Assist in planning/organizing and attend all ACFSS events/functions and attend all meetings as directed by the HROM.
* If requested by the Executive Director, attend and participate at the ACFSS's Annual General Meeting (AGM).
* Communicate effectively with HROM, the Executive Director, clients, Management, caseworkers, co-workers, Elders, Board of Directors and MFN Leadership.

**Qualifications**

* High School Diploma.
* Completion of WHMIS and First Aid training.
* Minimum two (2) years of custodial experience or building operation and maintenance.

**Required Knowledge, Skills & Abilities**

* Must respect and have knowledge of the Maskwacis Cree Traditional Language and Culture
* Highly ethical and able to maintain high level of confidentiality.
* Skilled at a wide range of repairs.
* Knowledgeable about standard cleaning procedures, chemicals, products and cleaning equipment.
* Ability to read and understand cleaning labels and instructions.
* Able to deal with people calmly, sensitively, tactfully, diplomatically, and professionally in stressful or busy situations.
* Has effective listening, verbal and non-verbal communication skills
* Manages work, sets priorities and performs activities in a manner that best utilizes existing resources and time.
* Must have knowledge of community resources
* Knows and adheres to the code of conduct and ethics of the organization
* Displays values of respect, integrity, and accountability.
* Must be able to work with community partners at all levels
* Must have a clear and current Criminal Record
* Must have a clear and current Child Intervention Check
* Must maintain an alcohol and drug-free lifestyle
* Must have a valid class 5 driver's license and provide driver's abstract; reliable transportation is a requirement.
* Must sign and abide by Oath of Confidentiality
* Must possess interpersonal and human relations skills
* Professional approach with all team members, clients and stakeholders
* Must be able to demonstrate the ability to follow-up on all matters pertaining to Akamihk Child and Family Services Society
* Works collaboratively and productively with others to achieve results.
* Actively participates as a team member.

**Core Competencies**

* Familiar with, and can describe the mission, vision, and goals of ACFSS (Delegated Agency) and worksite.
* Ability to monitor financial accountabilities.
* Awareness of risk management/liabilities and can respond to sensitive issues according to organizational protocols.
* Has excellent time management, work prioritization and organizational skills.
* Has effective listening, verbal and non-verbal communication skills.
* Able to identify gaps and advocate for solutions.
* Demonstrates critical thinking in the planning and decision-making process.
* Knows and adheres to the code of conduct and ethics of the organization.

**Open Date: February 7, 2022**

**Closing date: February 18, 2022**

**HOW TO APPLY:**

Please fax or email Cover Letter, Resume, Criminal Record Check, CYIM, 3 references and relevant documents to:

**Akamihk Child and Family Services Society**

**Attention: Keshia Potts**

Fax: 780-585-3066

Email: [Keshia.Potts@akamihkcfss.ca](mailto:Keshia.Potts@akamihkcfss.ca)

*We appreciate the interest of all applicants; however, we will contact only those selected for interviews*