



**Box 274, Balmertown, ON P0V 1C0**  
**Tel: 807 737 5671**  
**Fax: 807 735 3392**  
**[www.koeducation.ca](http://www.koeducation.ca)**

## Job Opportunity

### On-Call Worker – Thunder Bay

The On-Call Worker is required to perform a range of duties under the supervision of the Safe Sober Site Lead, Student Services Supervisor -Thunder Bay and Senior Manager.

#### Duties will include, but may not be limited to:

- Be available for students after school hours
- Transport students to various school activities and appointments
- Calm students down in tense situations
- Provide referrals and support for students to staff and elders
- Provide daily written incident reports to KOBE Management
- Make on the spot decisions in emergency situations
- Provide support for boarding home parents
- Cleaning and maintain on-call vehicle
- Ensuring the on-call phone is working at all times including throughout the night
- Notify supervisors/management immediately of urgent safety situations
- Constant communication with other colleagues on duty
- Write clear and concise reports to be filed at the end of each shift
- Notify boarding home parent if a student needs to be grounded for their incident and inform Student Support Staff
- Complete boarding home curfew checks nightly
- Must answer phone calls and text messages immediately or reply/return calls/texts within a few minutes
- When unsure of what actions to take, always contact supervisor or other staff for directions
- Monitor site “hot spots” during shifts
- Expected to assist beyond working hours for emergency situations

#### Qualifications:

- Ability to speak one of the local dialects is an asset
- Strong Interpersonal Skills
- Strong communication skills with proficiency in developing written communications
- Valid Class G Driver’s License
- Must be willing to provide a vulnerable sector check
- Able to work effectively with others
- Ability to work independently



Rate of pay range: \$20.80/hour - \$32/hour based on education and experience.

Applicants interested in this position are welcome to submit their resume and cover letter with three recent professional references including your current supervisor and a letter of permission for KO Board of Education to contact these references to: [resumes@edu.knet.ca](mailto:resumes@edu.knet.ca)

As per policy, applicants should note that COVID-19 Immunization is a condition of employment within KOBE.

**KOBE gives preference in hiring to members of the KO First Nations, and secondly to indigenous individuals from outside of the KO First Nations. Qualified members of the KO First Nations, as well as indigenous people from outside the KO First Nations are encouraged to apply.**

KO First Nation members closing date: April 3, 2024

Internal/External closing date: April 17, 2024

KOBE wishes to thank all applicants in advance. However, only those granted an interview will be contacted.