



SIX NATIONS COUNCIL



P.O BOX 5000

OHSWEKEN, ONTARIO

NOA 1M0

ADULT DAY CENTER ADJUVANT WORKER
LONG TERM CARE/HOME AND COMMUNITY CARE PROGRAM
HEALTH SERVICES
(Contract)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, **Wednesday December 13 2017**, for a contract Adjuvant Worker with the Long Term Care/Home and Community Care (LTC/HCC), Health Services. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications will now be accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the Manager of Long Term Care/Home and Community Care Program (LTC/HCC), the Adjuvant Worker will assist the Six Nations LTC/HCC Manager in providing and supervising rehabilitative services and programming given to the client according to their specific needs as identified by referring Case Manager; assist in initiating, maintaining and updating client care plans to ensure safe monitoring and medication administration to clients as needed within the policies and procedures established by Six Nations Elected Council.

SALARY: TBD

BASIC QUALIFICATIONS:

- College of Nurses Diploma for Registered Practical Nurse and /or recognized Adjuvant certificate or be willing to complete the course within a period of time;
- Certificate in First Aid and CPR;
- Must have a valid Class "G" driver's license and insured vehicle;
- Good knowledge of the Six Nations Community, services available in area and highly sensitive to Six Nations culture;
- Strong interpersonal, verbal and written communication skills.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A Photocopy of your current First Aid and CPR certificate and valid class "G" driver's license.
6. A photocopy of your current certificate of registration from the College of Nurses of Ontario.
7. Place all documents listed above in a sealed envelope and mail to or drop off at:

Adult Day Center Adjuvant - Contract
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario N0A 1M0

OR

SIX NATIONS ELECTED COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL SEEK TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES IN A MANNER THAT MOST RESPECTS THEIR DIGNITY. ALL CANDIDATES ARE ENCOURAGED TO APPLY; APPLICANTS FROM SIX NATIONS AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE TO DELIVER PROGRAMS AND SERVICES IN A FIRST NATIONS COMMUNITY. BASED ON THE NEED TO PROVIDE QUALIFIED PROFESSIONAL SERVICES, ONLY THOSE APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW.

Method #2:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A Photocopy of your current First Aid and CPR certificate and valid class “G” driver’s license.
6. A photocopy of your current certificate of registration from the College of Nurses of Ontario.
7. Scan and email all documents listed above to recruitment@sixnations.ca.

- Weekly timesheets and payables need to be handed in to the Professional Services Secretary
- Order Personal Protection equipment and First Aid kits when needed.

4. Other Functions:

- Performs other job related duties as may reasonably be required by the Manager of the Long-Term Care/Home & Community Care program.
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Work will require extensive physical activity and some mental stress. Required to work with client's family and at times with hostile clients.
- Work involves considerable note taking and detailed charting.

WORKING RELATIONSHIPS:

With the Manager of the Long-Term Care/Home & Community Care Program

Receives direction, guidance and encouragement on program issues, discusses plans, priorities and goals to ensure tasks are done efficiently and effectively.

With Other Staff/Six Nations Agencies

Promotes courtesy, co-operation and teamwork with all staff, public/clients. Represents and promotes the Six Nations Community Support Services Program in a courteous, positive, and co-operative manner; provides information and assistance.

With External Agencies

Represents and promotes the Six Nations interest related to Community Support Services Program; maintains a general awareness of legislation; policy and program changes; seek to develop sound professional working relationship

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Must have a College of Nurses Diploma for Registered Practical Nurse and/or Recognized Adjuvant Certificate or be willing to complete the course within a period of time
- Must have a valid class "G" driver's license and insured vehicle
- Certificate in First Aid & CPR

Other Related Skills:

- Good knowledge of the Six Nations Community, services available in area and highly sensitive to Six Nations Culture
- Must be in good health
- Strong interpersonal, verbal and written communication skills
- Must have strong computer skills
- Work Independently and work cooperatively with others

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.



APPLICATION FOR EMPLOYMENT
 With the Six Nations Council

PART I GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:	First Name	Initial	Last Name	Band & Number(if applicable)	
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.	
City or Town or Village	Province	Postal Code		Email Address	
<p><i>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</i></p>					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)?	Do you have a valid First Aid/CPR Certificate?		Have you had WHMIS Training?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have previously worked for Six Nations Council, please answer the following:					
Length of time worked _____ Months _____ Year(s) Dates Employed: _____					
Reason for Leaving _____					
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment.					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PART II EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

PART III WORK HISTORY

I Present or Last Employer	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
II Previous Employer	Address:
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
III Previous Employer:	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)	
1. _____	
2. _____	

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date