



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

SECRETARY/ RECEPTIONIST
LTC/HCC, HEALTH SERVICES
(Full Time)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, on **Wednesday December 13, 2017** for a full time Secretary/ Receptionist with the Long Term Care/ Home and Community Care (LTC/HCC), Health Services Department. 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 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 (LTC/HCC) the Secretary/ Receptionist shall provide secretarial and administrative support by planning, coordinating, implementing and maintaining the various projects and programs delivered to LTC/HCC within policies and procedures established by Six Nations Elected Council.

SALARY: To Be Determined

BASIC QUALIFICATIONS:

- Graduate of Post-Secondary School in Office Administration and two (2) years of equivalent experience **OR**;
- Grade 12 Diploma (Ontario Basic Skills Level 4, Grade 12 Equivalency/ General Equivalency Diploma) and three (3) years' experience;
- Excellent knowledge of computers with Microsoft Office, Microsoft Word, Microsoft Excel and Email;
- Understands the importance of confidentiality;
- Good knowledge of Six Nations Community and highly sensitive to Six Nations Culture.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Elected 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. Place all documents listed above in a sealed envelope and mail to or drop off at:

Secretary/ Receptionist - Full-Time
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario N0A 1M0

OR

Method #2:

1. Printed, filled in and authorized Six Nations Elected 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. Scan and email all documents listed above to recruitment@sixnations.ca.

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.



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Secretary/Receptionist

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Manager of the Long-Term Care/Home and Community Care Program.

PURPOSE & SCOPE OF THE POSITION:

To assist the Long-Term Care/Home and Community Care Professional staff in the performance of statutory, operational and advisory service duties related to the Long-Term Care/Home and Community Care Program Professional Services Unit.

To provide secretarial and administrative support to the Long-Term Care/Home and Community Care Professional Services staff by planning, coordinating, implementing and maintaining the various projects and programs delivered to the Long-Term Care/Home and Community Care Program for the Six Nations Health Services Department within the policies and procedures established by the Six Nations of the Grand River.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Computer skills in Microsoft Word, Excel, Outlook and internet
- Maintains awareness of legislative policy and program changes
- Restock and coordinate all office supplies
- Assist with preparation of special events
- Coordinates travel arrangements, accommodations, meeting rooms etc. for special activities or meetings

2. Communications Functions:

- Directs client inquiries to the appropriate staff member
- Maintains pleasant, open communication for all visitors, guests, etc
- Monitors and records client visits and tours

3. Administrative Functions:

- Answers the phone lines, directs calls, takes messages as needed
- Check e-mail messages
- Photocopying

- Faxing, typing, filing and archiving
- Ordering and distributing stationary
- Coordinates and records all incoming and outgoing mail including packages through Purolator

4. **Other Functions:**

- Performs other job related duties as may reasonably be required by the Long-Term Care/Home and 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 as a high public profiles, extensive interaction with the public who may be hostile and/or irate; subject to deadlines, interruptions and unscheduled hours; ability to take direction, prioritize, work independently; cope with many demands, time restraints.

WORKING RELATIONSHIPS:

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

Receives direction and guidance in providing secretarial support for the administration and operational responsibilities regarding implementation of the Long-Term Care/Home and Community Care Program.

With the Long-Term Care/Home and Community Care Staff

Maintains courtesy, cooperation, and teamwork with all staff.

With Other Staff

Courtesy, cooperation and teamwork with all staff.

With External Agencies

Represents and promotes Six Nations' interests relative to Health Services; seeks to develop close working relationships.

With the Public

Represents and promotes the Long-Term Care/Home and Community Care Program interest of Six Nations; works in a courteous, cooperative, positive and proactive manner; provides information and advice as directed.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Graduate of Post Secondary School in Office Administration and two years of equivalent experience

OR

- Grade 12 Diploma (Ontario Basic Skills Level 4 Grade 12 Equivalency/General Equivalency Diploma) and three years experience.

Other Related Skills:

- Excellent knowledge of Computers with Microsoft Office; Microsoft Word, Microsoft Excel, internet and e-mail
- Understands the importance of confidentiality
- Ability to work with tact and discretion
- Must be bondable
- Good knowledge of Six Nations Community and highly sensitive to Six Nations Culture.

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	
<p>If you have previously worked for Six Nations Council, please answer the following:</p> <p>Length of time worked _____ Months _____ Year(s) Dates Employed: _____</p> <p>Reason for Leaving _____</p>					
<p>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>					
<p>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</p>					
<p>Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual</p>					
<p>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</p>					

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