



P.O. BOX 5000

OHSWEKEN, ONTARIO

NOA 1M0

**MENTAL HEALTH NURSE**  
**MENTAL HEALTH, HEALTH SERVICES**  
**(FULL TIME)**

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Council up until 4:00 p.m. EST, **Wednesday December 20, 2017**, for a full time Mental Health Nurse with the Mental Health, Health Services. The Six Nations Council Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications will be accepted through [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca). **NO LATE APPLICATIONS ACCEPTED.**

**JOB SUMMARY:** Under the direction and supervision of the Manager of Six Nations Mental Health Services, the Mental Health Nurse shall assist in the performance of statutory, advisory and operational duties related to the successful integration of Mental Health clients into the community and shall assist the Mental Health Services Manager and Director of Health Services in the provision of a culturally appropriate clinical community mental health program within the policies and procedures established by Six Nations Elected Council.

**SALARY:** To Be Determined

**BASIC QUALIFICATIONS:**

- Registered Nurse with a Baccalaureate of Science in Nursing Degree with related experience in Mental Health or Addictions; **OR**
- Registered Nurse with a Diploma in Nursing with related experience in Mental Health or Addictions; **OR**
- Registered Practical Nurse currently completing Baccalaureate of Science in Nursing Degree with related experience in Mental Health or Addictions; **OR**
- Registered Practical Nurse with related experience in Mental Health or Addictions;
- Must be a licensed member in good standing with the College of Nurses of Ontario;
- Must have current Cardio-Pulmonary Resuscitation & First Aid Certificate;
- Must have a vehicle and Class "G" driver's license and a willingness to obtain a Class "F" driver's license;
- Operational knowledge of electronic medical records;
- Good knowledge of the Six Nations community;
- Understands the importance of confidentiality and the ability to work with tact and discretion;

**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 driver's license, current membership with College of Nurses of Ontario, and CPR/First Aid certificate.
6. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Mental Health Nurse - Full Time**  
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 driver's license, current membership with College of Nurses of Ontario, and CPR/FA certificate.
6. Scan and email all documents listed above to [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca).



## POSITION DESCRIPTION – HEALTH SERVICES

**POSITION TITLE:**      **Mental Health Nurse**

**REPORTING RELATIONSHIP:**

Reports to and works under the direct supervision of the Manager of Six Nations Mental Health Services, a program of Elected Six Nations Council.

**PURPOSE & SCOPE OF THE POSITION:**

To assist the Mental Health Services Manager in the performance of statutory, advisory and operational duties related to the successful integration of Mental Health clients into the community.

To assist the Mental Health Services Manager and Director of Health Services in the provision of a culturally appropriate clinical community mental health program.

**KEY DUTIES & RESPONSIBILITIES:**

**1. Technical Functions:**

- a) Employs appropriate nursing skills in the delivery of service to clients including assessment skills, use of nursing process in preparing plans of care for clients, manual dexterity in performing nursing procedures and excellent communication skills re: interpersonal relations, supportive listening, emotional support and health teaching.
- b) Responds to community crisis with assistant as appropriate.
- c) Provides crisis response coverage during regular work hours.
- d) Provides crisis response coverage on a 24-hour basis on a rotational basis.
- e) Provides opportunities for student employment and student placements with Mental Health by supervising appropriate student placements and summer student employment relevant to position.

**2. Communications Functions:**

- a) Advocates for optimum client health as requested, including but not limited to: shelter, finance, food, education etc.
- b) Involves appropriate health team members in the delivery of culturally appropriate health care as identified by client need and consent.

- c) Provide client and family education in relation to relevant health needs.
- d) Educates client and family on outcomes of prescribed treatment.
- e) Advocates compliance to prescribed treatment for optimum health.
- f) Attends staff and program meetings as required.

### 3. Administrative Functions :

- a) Manages individual client cases in a wholistic and culturally appropriate manner.
- b) Monitoring client progression under prescribed treatment.
- c) Assists the Mental Health Outreach Worker in the development and delivery of community education programs for client families, community members, agencies and educational institutions.
- d) Maintains documentation according to professional nursing standards and guidelines.
- e) Employs effective decision-making skill to prioritize program needs, client needs and crisis response.
- f) Maintains clinic statistics by fulfilling annual work plan activities and documenting of required information.

### 4. Other Functions:

- a) Adheres to principles of safety re: body secretion precautions and procedures, correct disposal of bio-medical wastes, management of incidents/accidents/disasters as per protocols in terms of precaution, action, reporting and follow-up.
- b) Performs related duties respective of educational qualifications and skill as may be required by the Director of Health Services and/or Mental Health Services.
- c) Will provide support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and providing assistance as instructed by the Director of Health Services.
- d) Will provide individualized support, personal planning and life skills to clients with serious mental illnesses in a supportive housing environment as necessary.

### **WORKING CONDITIONS:**

Work requires physical activity and mental stress; requires working inside/outside; requires travel; requires extensive interactions with the public, who at times may be hostile or irate; subject to interruptions, deadlines, unscheduled hours.

Work requires the ability to prioritize tasks, work independently with minimal supervision, and cope with many demands and time constraints.

## **WORKING RELATIONSHIPS:**

### **Mental Health Services Manager and Director of Health Services**

Receives direction and guidance and discusses plans, prioritizes to ensure tasks are done efficiently and effectively, receives instruction and supervision.

### **Other Staff**

Promotes courtesy, co-operation and teamwork with all staff.

### **External Agencies**

Represents and promotes Six Nations interests relative to Health Services, maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

### **With the Public**

Represents and promotes the health service interests of Six Nations; works in a courteous, co-operative, positive proactive manner, provides information and advice.

## **KNOWLEDGE AND SKILLS:**

### **Minimum Requirements:**

- Registered Nurse with a Bacculaureate of Science in Nursing Degree, with related experience in mental health or addictions  
Or
- Registered Nurse with a diploma in Nursing with related experience in mental health or addictions  
Or
- Registered Practical Nurse currently completing Bacculaureate of Science in Nursing Degree with related experience in mental health or addictions  
Or
- Registered Practical Nurse with related experience in mental health or addictions
  
- Must be a licensed member in good standing with College of Nurses of Ontario
- Must have a vehicle and Class G driver's license
- Must be willing to obtain a Class F driver's license
- Understands the importance of confidentiality and the ability to work with tact and discretion

### **Other Related Skills:**

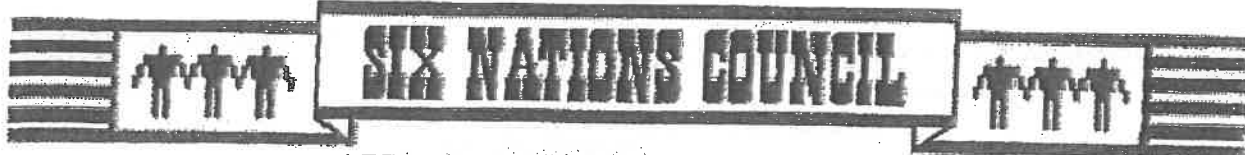
- Operational knowledge of electronic medical records.
- Must have a current cardio-pulmonary resuscitation and first-aid certificate.
- Strong interpersonal, verbal and written communication skills
- Good knowledge of the Six Nations Community
- Willingness to maintain ongoing professional competency

**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**

<b>Application for: (Job Title)</b>			<b>Closing Date:</b>		
<b>Name of Applicant:</b>	<b>First Name</b>	<b>Initial</b>	<b>Last Name</b>	<b>Band &amp; Number(if applicable)</b>	
<b>Mailing Address (R.R.#, Blne # &amp; Address)</b>			<b>Home Phone.</b>	<b>Alternate Phone No.</b>	
<b>City or Town or Village</b>	<b>Province</b>	<b>Postal Code</b>		<b>Email Address</b>	
<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>					
<b>Do you have specific needs to be accommodated? If so, in what manner?</b>	<b>Do you have the valid required license(s)?</b>		<b>Do you have a valid First Aid/CPR Certificate?</b>		<b>Have you had WHMIS Training?</b>
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you have previously worked for Six Nations Council, please answer the following:</b>					
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															

<b>PART III WORK HISTORY</b>	
<b>I Present or Last Employer</b>	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: _____ _____	
<b>II Previous Employer</b>	Address:
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities: _____ _____	
<b>III Previous Employer:</b>	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