



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

PERSONAL SUPPORT WORKER – FULL TIME
PERSONAL SUPPORT SERVICES
HEALTH SERVICES

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, **Wednesday January 24, 2018**, for a full time Personal Support Worker with Personal Support Services, Health Services. The Six Nations Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction of the Personal Support Worker (PSW) Supervisor and the Case Manager the PSW is to assist the Health Services Department and Personal Support Services in the performance of statutory, operational and advisory service duties related to Six Nations Personal Support Services within the policies and procedures established by Six Nations Elected Council for Personal Support Services.

SALARY: To be determined

BASIC QUALIFICATIONS:

- Personal Support Worker certificate;
- Must have a valid driver's license and vehicle insurance;
- Must be in good physical health with the ability to bend, lift, walk sit, carry, pull, push, kneel;
- Good communication and public relation skills;
- Willing to work flexible hours;

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 PSW Certificate or Diploma.
5. A photocopy of your valid driver's license and vehicle insurance.
6. Place all documents listed above in a sealed envelope and mail to or drop off at:

PERSONAL SUPPORT WORKER – 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 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 PSW Certificate or Diploma.
5. A photocopy of your valid driver's license and vehicle insurance.
6. 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: Personal Support Worker

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Personal Support Services Supervisor and/or Case Manager.

PURPOSE & SCOPE OF THE POSITION:

To assist the Health Services Department and Personal Support Services in the performance of statutory, operational and advisory service duties related to Six Nations Personal Support Services with the policies and procedures established by Six Nations Elected Council for Personal Support Services.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Functioning in accordance with current standards, policies and procedures and practices of Six Nations Personal Support Services for Personal Support Workers.
- Responsible for skill improvement and self-growth by attending orientation and all mandatory in-services.
- Providing a stable, safe environment while maintaining the client's activities of daily living by:
 - assisting with personal care – bathing, dressing, toileting, feeding and mobility assistance;
 - performing a variety of household duties – light housekeeping, laundry, planning nutritional meals including special diets as required by the treatment plan
 - wear name tags

2. Communications Functions:

- Demonstrates a caring attitude toward the client, family members, and other team members and for the position itself.
- Shows confidence as a Personal Support Worker
- The safety of the client is maintained by:
 - Carrying out duties according to Health and Safety Standards for clients, for self and other personnel.
- Providing support for Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services as a member of the Emergency Control Group.
- Performing other related duties as required by the Personal Support Services Supervisor and/or Case Manager.

3. Administrative Functions :

- Maintaining proper use of client charts
 - Observing and reporting pertinent data related to the client or their environment to the Immediate Supervisor and/or Case Manager.
 - Reporting and discussing any requests for changes in the treatment plan by the client or client's family to the Immediate Supervisor and/or Case Manager.
 - Providing instruction in activities of daily living as directed by the treatment plan.
 - Cooperating with all members of the Six Nations Personal Support Services team in the delivery of client care.
 - Working with other health care team members – Nurses, Physiotherapists to assist in achieving the treatment goal.
 - Delivering the clients' chart to the home when required.
 - Ensuring that all required documentation is completed for all service provision.
 - Returns the client's chart to Personal Support Services when the client no longer requires the services.

- Presents a positive image of Personal Support Services:
 - Presenting self in an acceptable, professional manner
 - Uniforms preferred – clean, neat and tidy in appearance
 - Hair well groomed
 - Good personal hygiene
 - Closed toe shoes – “must have indoor shoes”

- Good communication skills

4. Other Functions:

- other duties as assigned or deemed necessary as relates to the position.
 - a) Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services

WORKING CONDITIONS:

Work involves external contact with referring agencies, direct client contact, including clients' families.

Work involves moderate physical activity through homemaking service.

Work will require some travel in the community as required using own transportation.

Work requires rotational assignment in office as scheduled; with majority of time spent providing service out in the community.

WORKING RELATIONSHIPS:

With the Supervisor of Personal Support Services and/or Case Manager

Receives direction, guidance, and discusses plans, priorities, or interacts to ensure tasks are done efficiently and effectively; receives instruction, supervision.

With the Other Staff/Six Nations Agencies

Promotes courtesy, cooperation and teamwork with all staff.

With the Public/Clients

Represents and promotes the Six Nations Personal Support Services Program in a courteous, positive, and cooperative manner, provides information and assistance.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Personal Support Worker certificate

Other Related Skills:

- Will possess the following qualities:
 - Caring, Nurturing, Confident, Dependable and Motivated.
 - Able to work independently as well as part of a multi-disciplinary team
 - Flexible – as changes occur within the schedule (frequently with last minute requests). Available for all hours of service as the program operates 365 days with 24 hour service provision as required.
- Must be in good physical health – ability to bend, lift, walk, sit, carry, pull, push, kneel
- Must pass a criminal record check and be bondable.
- Child care when need arises during the illness of parent or primary caregiver.
- Communicating with other team members regarding the client related issues.
- Maintaining confidentiality.
- Must have a valid driver license, vehicle and insurance.

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 | |
| 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. | | | | | |
| Do you have specific needs to be accommodated? If so, in what manner? | Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you had WHMIS Training? <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 | | | | | | | | | |
|--|------------------|--|--|--|--|-----------------------|----|----|----|----|--------------------------|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | | |
| Level Completed | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 9 | 10 | 11 | 12 | 13 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| 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: | |
| <hr/> <hr/> | |
| 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: | |
| <hr/> <hr/> | |
| 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: | |
| <hr/> <hr/> | |
| 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