



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

RECEIVED

JUL 10 2018

**PERSONAL SUPPORT WORKER – FULL TIME**  
**IROQUOIS LODGE, 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 July 25, 2018**, for a full time Personal Support Worker with Iroquois Lodge, 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 accepted through [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca). **NO LATE APPLICATIONS ACCEPTED.**

**JOB SUMMARY:** Under the direction of the Registered Nurse – Charge Nurse the Personal Support Worker provide safe and quality personal care to residents with an acceptable standards of skill and with a sense of responsibility and respect for privacy; provide personal care within established administrative policies. Physician orders, standards of nursing practice, and Ministry of Health and Long- Term Care regulations within the policies and procedures established for Six Nations Elected Council.

**SALARY:** \$21.00 per hour

**BASIC QUALIFICATIONS:**

- Personal Support Worker certificate;
- Medical certificate of good health and up to date immunization record including willingness to have mandatory yearly influenza vaccination;
- Willing to work a rotating schedule of shifts and weekends;
- Must provide a clear police review before employment.

**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 Personal Support Worker Certificate.
5. 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

OR

Ohsweken, Ontario N0A 1M0

**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 Personal Support Worker Certificate.
5. Scan and email all documents listed above to [recruitment@sixnations.ca](mailto: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 (PSW)**

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Registered Nurse – Charge Nurse.

**PURPOSE & SCOPE OF THE POSITION:**

The purpose of the PSW position is to provide safe and quality personal care to residents with an acceptable standard of skill and with a sense of responsibility and respect for privacy. The PSW will provide personal care within established administrative policies, physician orders, standards of nursing practice, and Ministry of Health and Long-Term Care regulations and legislation. The PSW understands that residents needs come first.

**KEY DUTIES & RESPONSIBILITIES:**

**1. Technical Functions:**

- Participates in and promotes the well-being of each resident. This includes an awareness of the resident as a whole person considering cultural, spiritual, psychosocial and restorative needs.
- Assists in escorting residents to specific programs/activities and areas of Iroquois Lodge.
- Performs personal care and selected nursing measures to promote comfort and safety of residents in accordance with nursing standards by:
  - Giving bed and tub baths, and showers
  - Assisting with grooming such as hair and nail care
  - Assisting with dressing and undressing
  - Assisting with oral care
  - Giving special skin care and back rubs as directed
  - Assisting with serving meals and nourishments
  - Assisting with feeding residents
  - Passing and emptying bedpans and urinals
  - Assisting with walking and exercise programs
  - Making beds, tidying resident areas, bedside tables and closets
  - Transporting and putting away resident clothing
  - Cleaning storage rooms, utility rooms and linen rooms
  - Collecting and bagging soiled linen for dispatch to laundry
  - Assisting with other activities of daily living as required

- Assist with restorative care program
- Assists in maintaining a safe, neat and clean environment for residents and personnel by following safety policies and procedures and reporting hazardous situations in the appropriate manner.
- Assists in providing palliative care for terminally ill or dying residents.
- Assists in the nursing process by observing and reporting changes in the resident's physical and emotional condition to immediate supervisor. Understands the guidelines of care of assigned residents as outlined in the resident care plans.
- Directs all inquiries (family or otherwise) regarding resident care and conditions to immediate supervisor.
- Attends in-service education programs.
- High standard of personal cleanliness and attends work in proper dress (i.e. scrubs, quality nursing shoes (no crocs) and name tags).
- Practice safe body mechanics, utilizes mechanical lifts and routine contact procedures (i.e. isolation precautions).
- Assists with maintenance of records, reflecting each resident's condition, care and specific treatment. Documents in Point Click Care.
- Assists in the training, guiding and supporting of new staff through the orientation period.
- Aware of the Resident Bill of Rights and respect and promote it.
- Assists with the admission and discharge of residents
- Specific procedures as listed on Job Routines and/or assigned by Supervisor (includes participation in Activity and dining programs).
- Attends resident care conferences and assists with resident care plans.
- Input information into Point of Care program independently and as instructed by MDS RAI Coordinator.

## 2. **Communications Functions:**

- Effective liaison with supervisors, staff, community members, general public and Chief and Elected Council in person or through telecommunications.
- Effective communication with external bodies such as other First Nations, federal, provincial and municipal governments/agencies and other organizations in person or through telecommunications.
- Represent Six Nations Elected Council and community in a positive, courteous, cooperative and professional manner.

## 3. **Administrative Functions:**

- Completion and submission of leave forms, travel forms, performance appraisals in accordance with Six Nations Elected Council policies and procedures.
- Perform work functions in accordance with Six Nations Elected Council policies and procedures, Ministry of Health and Long-Term Care legislative requirements.
- Attend meetings as required: staff meetings, committee meetings, Elected Council meetings.
- Attend training/workshops as required.

#### **4. Other Functions:**

- Perform other related duties as assigned by Registered Nurse – Charge Nurse.
- Responsible for following all rules and regulations as set out by Six Nations Elected Council, personnel, fire safety and health and safety etc.
- Performs projects as assigned.
- 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.
- 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 requires interaction with Registered Nurse – Charge Nurse, Manager of Iroquois Lodge, and other staff.
- Work requires extensive physical activity with some mental stress; employee is required to work inside, some outdoor duties, and with some interaction with residents and their families.
- Work may be subject to some daily interruptions, deadlines and some unscheduled hours.
- Employee must be able to take direction, prioritize tasks, and work independently with many demands and little time. Employee must maintain composure in demanding situations and maintain confidentiality.
- Will be in good health, allowing the employee to tolerate constant standing and walking during working periods; visual and hearing acuity to detect changes in resident's conditions.

#### **WORKING RELATIONSHIPS:**

##### **With the Registered Nurse – Charge Nurse**

The PSW will receive direction and guidance from Registered Nurse – Charge Nurse; and will discuss plans, priorities and needs of the residents. They will also interact to ensure tasks are done efficiently and effectively at all times. PSWs will exhibit courtesy, cooperation and teamwork with all departmental staff and be familiar with Six Nations Elected Council policy and procedures.

##### **With the Community and Other Staff**

Represents and promotes Six Nations Administration in a courteous, cooperative, and professional manner.

#### **KNOWLEDGE AND SKILLS:**

##### **Minimum Requirements:**

- Graduate of an approved Personal Support Worker Program.

- Medical certificate of good health and up to date immunization record including willingness to have mandatory yearly influenza vaccination.

**Other Related Skills:**

- Willing to work a rotating schedule of shifts and weekends.
- Must provide a clear police clearance review before employment.

**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.#, Blue # &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><small>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.</small></p>					
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		
<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. <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 &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

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**II Previous Employer**

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

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**III Previous Employer:**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

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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.

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 Applicant's Signature

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 Date