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P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

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**HOUSEKEEPER**  
**IROQUOIS LEDGE, 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, **Wednesday October 17, 2018**, for the full time of Housekeeper, Iroquois Lodge, 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](http://www.greatsn.com) website. Online applications accepted through [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca).

**JOB SUMMARY:** Under the direction and supervision of the Environmental Services Supervisor, the Housekeeper assists the Supervisor in the performance of all statutory and operational housekeeping services/ duties related to the department, assists on maintaining, implementing and coordinating housekeeping services to residents with the policies and procedures established by Six Nations Elected Council for the Health Services Department

<b>Type</b>	Full Time
<b>Closing Date</b>	October 17, 2018
<b>Hours of Work</b>	Monday – Friday, 8:30 am – 4:30 pm
<b>Wage</b>	To be Determined

**BASIC QUALIFICATIONS:**

- Fluency in English for reading and communication (Grade 12)
- Medical certificate of good health and up to date immunization record including willingness to have yearly influenza vaccination;
- Must provide a clear police clearance review before employment;
- Must take part in pertinent educational and/ or job related workshops and conference.

**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:

**Housekeeper – Full Time – 133-18**  
 c/o Reception Desk  
 Grand River Employment & Training (GREAT)  
 P.O. Box 69  
 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 education diploma/degree/certificate or transcript.
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:** Housekeeper

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Environmental Services Supervisor.

**PURPOSE & SCOPE OF THE POSITION:**

To assist the Environmental Services Supervisor in the performance of all statutory and operational housekeeping services/duties related to the housekeeping department.

To assist the Environmental Services Supervisor in maintaining, implementing and coordinating housekeeping services to residents within the established policies and procedures of Iroquois Lodge.

The employee will complete all activities as required to maintain an accepted level of cleanliness throughout the building. The employee will meet standards of hygienic levels of sanitation as dictated by the Ministry of Health and Long-Term Care legislation and regulations.

**KEY DUTIES & RESPONSIBILITIES:**

**1. Technical Functions:**

- Will carry out all related daily duty outlines in assigned work area.
  - Every washroom is to be cleaned daily (sink, toilet, floor, mirrors, garbages emptied daily).
  - Vacuum resident rooms
  - Microfiber dusting, wetmop tile floors as necessary, polish floors as necessary
  - Steam clean carpets as necessary in the resident rooms.
  - Dust furniture; wipe window ledges, TV screens, baseboards and heaters.
  - Resident's beds must be carbolized at least twice per month and their rooms will be cleaned completely on the same day and/or as necessary.
- Will assist when residents have to be moved within the building
- Will determine needs and request supplies as necessary through the Environmental Services Supervisor.
- Will ensure there are adequate supplies of Kleenex, hand soap, toilet tissue and paper towels in all resident's washrooms.

- Will maintain good working relations with all internal departments and be an integral part of the total health care team, whose prime objective is to provide optimum quality care to all residents of Iroquois Lodge.
- Will assist in orientating new employees by training, supervising and informing them of all sanitation and safety procedures.
- Will assist new employees as to the location of all housekeeping supplies and the operation of all cleaning equipment.
- Provide infection control measures in all areas of Iroquois Lodge.
- Willingness to participate in facility and community emergency events as required.

## **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: an annual performance evaluation interview, timesheets, leave forms, travel forms, performance appraisal in accordance with Six Nations Elected Council policies and procedures.
- Ensure proper filing of documents electronically and/or hardcopy.
- Completion of scanning in/out for attendance
- Perform work function in accordance with Six Nations Elected Council policies and procedures.
- Ensure submission of documents to Records Department in accordance to Records Management Policy, as required.
- Attend meetings as required: staff meetings, committee meetings, Elected Council meetings and/or political portfolio meetings.
- Attend training/workshops as required.

## **4. Other Functions:**

- Perform other related duties as assigned by Environmental Services Supervisor.
- Perform projects as assigned.
- Perform political tasks assigned.
- Understanding and communicating in one of the Native Languages would be an asset.
- 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 for this position includes extensive physical activity and at times the employee is required to work inside and outside. The employee will have some interaction with residents and the public. The employee must be able to work independently, take direction, prioritize work and work with many demands of their time.
- The employee will ensure that all tasks are done efficiently and effectively at all times.

## **WORKING RELATIONSHIPS:**

### **With the Environmental Services Supervisor**

Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively; receives instruction, supervision, guidance and direction from supervisor. 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:**

- Fluency in English for reading and communication (Grade 12)
- Medical certificate of good health and up to date immunization record including willingness to have yearly influenza vaccination.
- Must provide a clear police clearance review before employment.

### **Other Related Skills:**

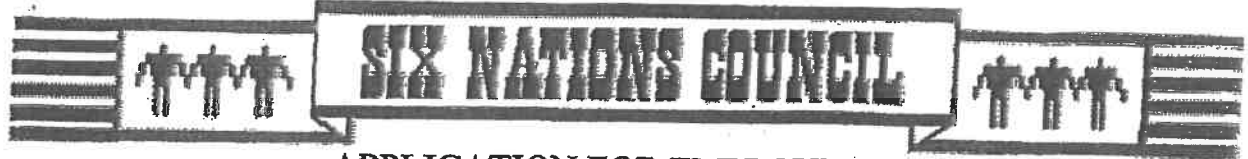
- Must take part in pertinent educational and/or job related workshops and conference.

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

**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.

Applicant's Signature

Date