



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

HOUSEMOTHER - 041-19
HOME AND COMMUNITY CARE, HEALTH SERVICES DEPARTMENT
Part Time

Applications will be received by Six Nations Elected Council and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, February 27, 2019, for the Housemother with Home and Community Care, 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 accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: The Housemother reports to and works under the direction and supervision of the Home and Community Care Manager. The Housemother receives functional day to day supervision from the Case Manager of Supportive Housing Apartments. To assist in the performance of housekeeping, laundry, kitchen and sterilization duties required to Home and Community Care Program within the policies and procedures established by Six Nations Elected Council.

Type	Part Time
Closing Date	February 27, 2019
Hours of Work	Variable Hours
Wage	\$18.00 per hour

BASIC QUALIFICATIONS:

- Minimum education level of Grade 10 and two years of work related experience
- Must have an insured vehicle and Class "G" driver's license
- Ability to pass a criminal record check
- Must be bondable
- Understand the importance of confidentiality
- Ability to work with tact and discretion
- Willing to take the appropriate training as required
- May have Personal Support Worker or Health Care Aide Certification
- Knowledge of Canada's Food Guide and diets
- Ability to analyze problems and recommend solutions and/ or implements solutions
- Exhibit good organizational skills and ability to take direction

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Email – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Cover 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 clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Copy of your education diploma/degree/certificate and transcript.
5. Email all documents (in a .doc or .pdf file) listed above to recruitment@sixnations.ca. Please ensure that the **SUBJECT LINE** of your email states:
Housemother – Part Time – 041-19

Method #2: Mailed or Hand Delivered – Applications must include all of the following:

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.

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Cover 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 clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Housemother – Part Time – 041-19
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 18 Sunrise Court
Ohsweken, Ontario N0A 1M0

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POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Housemother

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Manager of the Long Term Care/Home and Community Care Program. Receives functional day-to-day supervision from the Case Manager of Supportive Housing Apartments.

PURPOSE & SCOPE OF THE POSITION:

To assist in the performance of housekeeping, laundry, kitchen and sterilization duties related to Long-Term Care/Home and Community Care Program.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Cleaning and disinfecting washrooms, kitchen area, offices and client rooms.
- Keeping all areas neat and tidy
- Vacuuming, cleaning, polishing, buffing, dusting common areas and furniture as necessary
- Responsible to wipe down handrails, walls, baseboards, and heavy traffic areas i.e., kitchen, reception, and bathrooms
- Assisting with the removal of garbage in all areas.
- Washing, Drying, Folding and returning clean laundry to designated area
- Maintain laundry room in clean and orderly fashion

2. Communications Functions:

- Shopping and inventory control for all food required with consultation from Dietitian
- Seasonal cleaning i.e. Wash interior of windows
- Responsible for seasonal decorating of reception area
- Responsible to maintain equipment and furniture
- Available to work days, evenings, holidays and/or weekends

3. Administrative Functions:

- Inventory and restock cleaning supplies as needed.
- Attend training as required

4. Other Functions:

- Performing related duties as may be required by the Manager of the Case Management Unit.
- 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.
- Maintain compliance with Infection Prevention and Control policies

WORKING CONDITIONS:

- Requires some light lifting, physical activity including prolonged standing and walking.
- Work requires mental attention to tasks and concentration of details, particularly when dealing with cooking and sterilizing.
- Requires flexibility to work in various locations and to work holidays, evening and weekends is required.
- Disposing of garbage, which involves some exposure to grease, dirt, dust and obnoxious odors.
- Interaction with the clients and public.
- Subject to deadlines, interruptions and unscheduled hours.
- Ability to take direction prioritizes, work independently, and cope with many demands and time restraints.

WORKING RELATIONSHIPS:

With the Manager of the Long-Term Care/Home and Community Care Program
Receives direction, guidance, discusses plans and priorities.

With the Supportive Housing Apartments Case Manager
Receives direction, and guidance; discussion of plans, priorities, or interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

With the Long-Term Care/Home and Community Care Program Staff
Maintaining courtesy, co-operation, and teamwork with all staff.

With Other Staff
Courtesy, cooperation and teamwork with all staff.

With the Public
Representing and promoting the Long-Term Care/Home and Community Care Program in a courteous, co-operative, positive and proactive manner.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Minimum education level of Grade 10 and two years of work related experience.
- Must have an insured vehicle and Class "G" driver's license.

Other Related Skills:

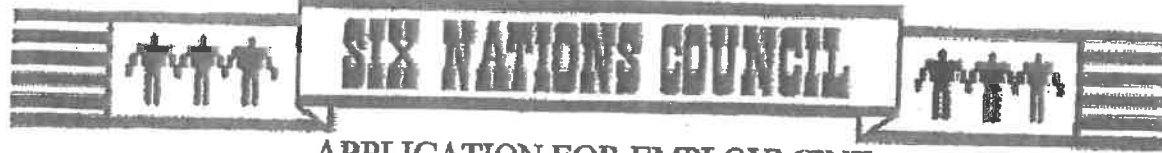
- Ability to pass a criminal record check.
- Must be bondable
- Understand the importance of confidentiality.
- Ability to work with tact and discretion
- Willing to take appropriate training as required
- Possess initiative and ability to work independently
- Exhibit good organizational skills and ability to take direction
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture
- May have Personal Support Worker or Health Care Aide Certification
- Knowledge of Canada's Food Guide and diets
- Ability to analyze problems and recommend solutions and/or implements solutions
- Must be able to prioritize tasks and meet deadlines
- Must possess excellent communications skills.
- Understanding of detailed instructions and standard practices. Needs to exercise some judgment in selecting techniques, scheduling work, and undertaking minor repairs.

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><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)?	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		
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				
	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