



Personal Support Worker 186R17-20-2
Personal Support Services, Health Services
Part Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **October 27, 2021**, for the Personal Support Worker with Personal Support Services, Health Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Personal Support Worker reports to and works under the direction and supervision of the Personal Support Services Case Manager and receives day-to-day supervision from the Personal Support Services Supervisor. The purpose and scope of the Personal Support Worker 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 with the policies and procedures established by Six Nations Elected Council for Personal Support Services.

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| Type | Part Time |
| Closing Date | October 27, 2021 |
| Hours of Work | Variable |
| Wage | \$21.00/hour |

BASIC QUALIFICATIONS:

- Personal Support Worker certificate
- Must pass a criminal record check and be bondable
- Must have a valid driver's license, vehicle and insurance

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. 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.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River 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:
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Personal Support Worker – Part Time – 186R17-20-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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 Case Manager. Receives functional day-to-day supervision from the Personal Support Services Supervisor.

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.

3. Administrative Functions:

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- Maintaining proper use of client charts
 - Observing and reporting pertinent dates 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 (e.g. Nurses, Physiotherapists) to assist in achieving the treatment goal.
 - Delivering the client's 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:

- Performing other related duties as required by the Personal Support Services Supervisor and Case Manager.
- 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:

- Works involved 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 Personal Support Services Case Manager

Receives direction, guidance, and discusses plans, priorities; receives instruction, supervision.

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With the Personal Support Services Supervisor

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 Service 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's 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.