



SCREENER 188-21-2
IROQUOIS LODGE, HEALTH SERVICES
Contract

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 Screener with Iroquois Lodge, 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.vscyperhosting.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 Screener reports to and works under the direction and supervision of the Administrator for Iroquois Lodge. The Screener provides support to the screening process for staff and visitors of Iroquois Lodge to ensure the safety of residents.

Type	Contract
Closing Date	October 27, 2021
Hours of Work	Variable
Wage	\$19.00/hour

BASIC QUALIFICATIONS:

- Excellent interpersonal and communication skills
- Comfort working with older adults including those with limited verbal communication skills or with dementia
- Organizational skills

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyperhosting.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:

SCREENER – CONTRACT – 188-21-2
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: Iroquois Lodge Screener

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Administrator for Iroquois Lodge.

PURPOSE & SCOPE OF THE POSITION:

The Screener provides support to the screening process for staff and visitors of Iroquois Lodge to ensure the safety of residents.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Screening staff members and visitors at the door.
- Cleaning high touch areas frequently.
- Accepting deliveries using appropriate screening and infection control precautions.
- Supporting family members and residents during onsite visits.
- Use appropriate infection control procedures as directed.
- Promote the philosophy and practices of resident centered care and services in all residents' encounters and decisions.
- Promote the Resident's Bill of Rights.
- Perform all necessary clerical duties associated with the daily operation for visits including answering the phone, scheduling visits, recording screening procedures.
- Provide general information and reception services to residents, visitors and families including external inquiries.

2. Communications Functions:

- Communicates policies and procedures for visitors to family and friends of residents.
- Supports socialization with residents during the course of the day.
- Communicates with the charge nurse, Director of Care and/or Administrator when a visitor fails a screening question.
- Supports the redirection of exit-seeking residents.

3. Administrative Functions:

- Answer and direct phone calls appropriately.
- Adhere to the home's policy and procedures as directed.
- Assist as directed by the Administrator of Iroquois Lodge.

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- Completes screening logs according to outlined procedures.

4. **Other Functions:**

- Participate in teams/committees of the home as needed.
- All staff will follow best practices in infection control (as outlined in our Infection Control policies and procedures) and health and safety.
- Performs other duties as assigned by the Administrator of Iroquois Lodge
- 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.

WORKING CONDITIONS:

The employee is required to have frequent interaction with residents, their families and friends and the general the public.

Work is subject to interaction with other departments/organizations.

The employee is required to maintain composure in demanding situations, confidentiality, and will be able to work independently with many demands.

The employee will receive direction and guidance to ensure that all tasks are done efficiently and effectively.

Required to sit in one place for periods of time, some freedom to move about

WORKING RELATIONSHIPS:

With the Administrator of Iroquois Lodge

Receives direction and guidance; discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively; receives instructions and supervision. Familiar with Six Nations of the Grand River Elected Council policies and procedures.

With Other Staff

Promotes courtesy, co-operation and teamwork with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to Iroquois Lodge Nursing Home; maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

With the Public

Represents and promotes the health service interests of Six Nations; works in a courteous, cooperative, positive proactive manner.

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KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Excellent interpersonal and communication skills
- Comfort working with older adults including those with limited verbal communication skills or with dementia
- Organizational skills

Other Related Skills:

- Provide a current and clear security Police Check
- Willingness to obtain yearly flu shot and other Ministry immunizations as required, and provide an up-to-date immunization record

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.

1695 Chiefswood Road, P.O. Box 5000, Ohsweken Ontario
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