



SNP SITE SUPPORT WORKER 209-21-2
HEALTH PROMOTIONS, 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, **December 1, 2021**, for the SNP Site Support Worker with Health Promotions, 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 SNP Site Support Worker reports to and works under the direction and supervision of the Team Manager, Health Services, Six Nations Elected Council. Receives functional day-to-day supervision from the Student Nutrition Program Coordinator. The Student Nutrition Program Site Support Worker, along with the Coordinator, will prepare and serve students from the Six Nations of the Grand River a nutritious breakfast meal.

Type	Part Time
Closing Date	December 1, 2021
Term:	Permanent
Hours of Work	Variable
Wage	TBD

BASIC QUALIFICATIONS:

- Completion of a High School Diploma preferred
- Safe Food Handling Certificate preferred

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:

SNP Site Support Worker – Part Time – 209-21-2
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: **Student Nutrition Program Site Support Worker**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Team Manager, Health Services, Six Nations Elected Council. Receives functional day-to-day supervision from the Student Nutrition Program Coordinator.

PURPOSE & SCOPE OF THE POSITION:

The Student Nutrition Program Site Support Worker, along with the Coordinator, will prepare and serve students from the Six Nations of the Grand River a nutritious breakfast meal.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Ensure safe handling of food and clean work area
- Assist in the set up and clean-up of the program area(s).
- Assist in the preparation of food served.

2. Communications Functions:

- Collaborate with the Coordinator of the SNP to execute the program.
- Collaborate with all stakeholders to encourage student involvement in food preparation and distribution as much as feasibly possible.
- Collaborate with all stakeholders to facilitate student involvement in growing and harvesting food to use within the program.

3. Administrative Functions:

- Support the SNP by completing all necessary food tracking and financial tracking for the program.

4. Other Functions:

- Performs other job related duties as may reasonably be required by the Team Manager or the Student Nutrition Program Coordinator.
- 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.

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WORKING CONDITIONS:

- Working has a high profile, extensive public contact and is subject to deadlines and interruptions.
- Work may at times be subject to unscheduled hours and out of office sessions.

WORKING RELATIONSHIPS:

With the Team Manager

Receives direction, guidance and encouragement.

With the Student Nutrition Program Coordinator

Receives direction, guidance, encouragement. Discusses plans and priorities.

With Other Staff

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

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

With the Public

Represents and promotes the health services interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Completion of a High School Diploma preferred
- Safe Food Handling Certificate preferred

Other Related Skills:

- Familiar with the Six Nations Community and services available in the area
- Relate effectively with staff, school personnel
- Strong organizational skills and, able to work independently and work cooperatively with other service providers.
- Strong interpersonal and verbal communication skills.

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:

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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.

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