



CSS Maintenance Worker 047-23-2
Community Support Services, Health Services
Full-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, **March 29, 2023**, for the **CSS Maintenance Worker with Community 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 **Maintenance Worker** reports to and receives direct supervision from the Program Supervisor of the Community Support Services Program, and in accordance with Health Services Principles and Mission Statement.

Under the direction of the Supervisor of the Community Support Services Program and in accordance with the Health Services Principles and Statement of Mission the Community Support Maintenance worker is responsible for providing general maintenance for community elders and disabled persons to enable them to maintain themselves in their home in a safe and healthy environment.

Type	Full Time
Closing Date	March 29, 2023
Hours of Work	35 hours weekly
Wage	36,400-\$40,040

BASIC QUALIFICATIONS:

- Must have Grade 10 or equivalent
- Must have work experience in general household maintenance or demonstrate ability in general household maintenance.
- Must have valid Class G driver's license and insured vehicle.
- Will be trained in First Aid and CPR, or willing to be trained.
- Good health – able to do heavy lifting and climbing – and willing to submit a favorable medical health assessment on a yearly basis.
- Able to work flexible hours.
- Must pass a criminal record check.

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.

- Be familiar with the Six Nations Community and services available in the area.
- Have knowledge regarding general health and safety procedures
- Relating effectively to the elderly.
- Organizing work, communicate clearly and effectively, both written and verbal.
- Work independently and cooperatively with others.

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:

CSS Maintenance Worker – Full Time – 047-23-2
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: **Community Support Services Maintenance Worker**

REPORTING RELATIONSHIP:

Reports to and receives direct supervision from the Program Supervisor of the Community Support Services program, and in accordance with Health Services Principles and Mission Statement.

PURPOSE & SCOPE OF THE POSITION:

Under the direction of the Supervisor of the Community Support Services Program and in accordance with the Health Services Principles and Statement of Mission the Community Support Maintenance worker is responsible for providing general maintenance for community elders and disabled persons to enable them to maintain themselves in their home in a safe and healthy environment.

STATEMENT OF DUTIES AND RESPONSIBILITIES:

1. Technical Functions:

- Provides general home maintenance for community elders and disabled persons by:
 - Providing general yard maintenance such as grass cutting, tree pruning, garden management etc.
 - Providing winterizing household tasks such as window washing, eavestrough cleaning, installing storm windows, garage cleanup, chimney cleaning, chopping and stacking of firewood, snow shoveling as needed etc.
 - Performing various minor repair and replacement work as required to help ensure a safe household environment such as minor carpentry repairs, plumbing and electrical work, light bulb and fuse replacements etc.
- Other heavy household cleaning, general house upkeep as deemed necessary.

2. Administrative Functions:

- Maintaining and monitoring use of items in the loan cupboard according to policies and procedures.
- Assess client needs and develops a priority list.
- Working with Supervisor to determine priority criteria based on the established Community Support procedures, social service principles, and Council policies.

- Working with Community Support workers to conduct initial assessment of client needs.
- Establishing client priority list, regularly updating list, reviewing list with workers and Supervisor.
- Maintains client file notes on assigned case files (Case Management).
- Ensuring that assessment of work required and actual work performed is duly documented and placed on client file.
- Following established reporting procedures as laid out by the Program, completing necessary monthly report forms and ensuring relevant statistics are maintained as required.

3. **Communication Functions:**

- Reviewing case files, periodically, with Support Workers and recommending necessary changes for Supervisor's approval, implementing approved changes and amending client services plans as required.
- Plans weekly itinerary and completes monthly work reports/statistics as required by:
- Performs other related duties as required by the Supervisor of Community Support Services.

4. **Other Functions:**

- 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 as a member of the Emergency Measures Group.

KNOWLEDGE AND SKILLS:

Basic Qualifications:

The successful applicant:

- Must have Grade 10 or equivalent
- Must have work experience in general household maintenance or demonstrate ability in general household maintenance.
- Must have a valid Class G driver's license and insured vehicle.
- Will be trained in First Aid and CPR, or willing to be trained.
- Good health – able to do heavy lifting and climbing – and willing to submit a favorable medical health assessment on a yearly basis.
- Able to work flexible hours.
- Must pass a criminal record check.
- Be familiar with the Six Nations Community and services available in the area.
- Have knowledge regarding general health and safety procedures
- Relating effectively to the elderly.
- Organizing work, communicate clearly and effectively, both written and verbal.
- Work independently and cooperatively with others.

Other Related Skills:

- Will possess the following qualities:

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- o Caring, nurturing, confident, dependable and motivated.
- o Able to work independently as well as part of a multi-disciplinary team
- o 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 and kneel.
- Must pass a criminal record check and be bondable.
- Communicating with other team members regarding the client related issues.
- Maintaining confidentiality.
- Must have a valid driver's license, vehicle and insurance.

WORKING CONDITIONS:

- Moderate to intensive physical activity, heavy lifting and climbing.
- Direct client contact, combination of inside work and outdoor work on client's premises.
- Rotational assignment in office as scheduled with majority of time spent providing community service.
- Traveling throughout community as required using own transportation.

WORKING RELATIONSHIPS:

With the Community Support Supervisor

Supervisor of Community Support Services receives direction, guidance, and discussion of 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 Community Support Services program in a courteous, positive, and cooperative manner, provides information and assistance.

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.

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