



PALLIATIVE PERSONAL SUPPORT WORKER 044R3-23-2
HOME AND COMMUNITY CARE, 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, **May 31, 2023**, for the **Palliative Personal Support Worker with Home and Community Care, 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 **Palliative Personal Support Workers** reports to and works under the direction and supervision of the Palliative Care Case Manager. Receives functional day-to-day supervision from the Palliative Care Case Manager Supervisor.

To assist the Health Services Department and Palliative Care Program in the performance of statutory, operational, and advisory service duties related to Six Nations Home & Community Care with the policies and procedures established by Six Nations Elected Council for Palliative Care Program.

Type	Part Time
Closing Date	May 31, 2023
Hours of Work	Variable
Wage	\$22.00/hr

BASIC QUALIFICATIONS:

- Personal Support Worker certificate or equivalent training
- Palliative Care training such as Fundamentals of Palliative Care.

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:

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.

- 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:

Palliative PSW – Part Time – 044R3-23-2

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: Palliative Care Personal Support Worker

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Palliative Care Case Manager. Receives functional day-to-day supervision from the Palliative Care Case Manager Supervisor.

PURPOSE & SCOPE OF THE POSITION:

To assist the Health Services Department and Palliative Care Program in the performance of statutory, operational and advisory service duties related to Six Nations Home & Community Care with the policies and procedures established by Six Nations Elected Council for Palliative Care Program.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Functioning in accordance with current standards, policies and procedures and practices of Six Nations 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 and end of life care:
 - Provides assistance with all personal care needs and understands the care needs of people with serious, chronic conditions, frailty and declining capacity
 - Continuously monitors the person's daily physical, emotional and psychological functioning, adapts approaches within the PSW scope and promptly recognizes and reports changes to the most responsible provider
 - When a person is no longer able to contribute to their care, the PSW continues to provide care in a way that maintains the person's dignity, well-being and self -image

2. Communications Functions:

- Communicates effectively with the person and family about care needs, preferences, religious beliefs, cultural practices and values
- Demonstrates understanding of the philosophy of palliative care and an understanding that a palliative approach to care starts early in the trajectory of a progressive life-limiting condition, and may be appropriate at the time of diagnosis

- Demonstrates understanding that communication regarding palliative and end-of-life is an on-going collaborative process
- Communicates effectively with registered staff through use of all available reporting and documenting mechanisms to ensure the person's needs are promptly assessed and addressed
- 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:**

- Maintaining proper use of client charts
 - Observing and reporting pertinent dates related to the client or their environment to the Palliative Care Case Manager.
 - Reporting and discussing any requests for changes in the treatment plan by the client or client's family to the Palliative Care Case Manager.
 - Providing instruction in activities of daily living as directed by the treatment plan.
 - Cooperating with all members of the Six Nations Home & Community Care 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 Home & Community Care when the client no longer requires the services.
- Presents a positive image of Palliative Care Program:
 - 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 Palliative Care 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:

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- Work involves 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.

WORKING RELATIONSHIPS:

With the Palliative Care Case Manager

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

With the Personal Support Services Supervisor

Works in collaboration with Personal Support Workers and Personal Support Services Supervisor 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 Palliative Care in a courteous, positive, and cooperative manner, provides information and assistance.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Personal Support Worker certificate or equivalent training Palliative Care training such as Fundamentals of Palliative Care.

Other Related Skills:

- Will possess the following qualities:
 - o Experience in working with Palliative Care Clients.
 - 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, 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.

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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.