



**COMMUNICATIVE DISORDERS ASSISTANT– 104R3-23-2**  
**Therapy Services, Six Nations 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, **September 27, 2023**, for the Communicative Disorders Assistant with Six Nations 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](http://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:**

<b>Type</b>	Contract
<b>Closing Date</b>	September 27, 2023
<b>Hours of Work</b>	35 hours per week
<b>Wage</b>	TBD

**BASIC QUALIFICATIONS:**

- Completion or a post-graduate Communicative Disorders Assistant program.
- Completion of a Bachelor’s Degree in Health, Education, or related field.
- High level of computer skills – Microsoft Office, MS Word & Excel.

**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 Alkiie Froman, HR Business Partner at 519-445-2223 ext 5727 or via email at [HRBP2@sixnations.ca](mailto:HRBP2@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:

**COMMUNICATIVE DISORDERS ASSISTANT – CONTRACT – 104R3-23-2**

c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario NOA 1M0

## SIX NATIONS OF THE GRAND RIVER7

### POSITION DESCRIPTION

**POSITION TITLE:** Communicative Disorders Assistant

**REPORTING RELATIONSHIP:**

Reports to the Program Supervisor of Community Health & Wellness, Health Services, Six Nations of the Grand River. Works under the direction and supervision of the Speech-Language Pathologist for delivery of clinical services.

**PURPOSE AND SCOPE OF THE POSITION:**

The Communicative Disorders Assistant will implement speech and language intervention programs to clients ranging from pediatric to geriatric under the direction and supervision of the Speech-Language Pathologist (SLP).

**KEY DUTIES AND RESPONSIBILITIES:**

**1. Technical Functions:**

- Assist with the assessment of client need by:
  - o Conducting speech-language screenings (without interpretation) following specified screening protocols developed by the supervising SLP
  - o Assisting the supervising SLP during assessment of clients
  - o Maintain patient records in accordance with the established standards from the College of Audiologists and Speech-Language Pathologists of Ontario
- Implementing client service plans for the delivery of speech therapy services to community members as required by:
  - o Working with the SLP to determine case priority
  - o Delivering of direct treatment or remediation programs to clients selected by the supervising SLP
  - o Following documented treatment/remediation plans or protocols developed by the supervising SLP
  - o Documenting client progress toward meeting established objectives as stated in the treatment/remediation plan, and reporting this information to the supervising SLP
  - o Attending meetings with the Speech-Language Pathologist as well as team/staff meetings and other staff-related meetings as requested
  - o Involvement in community awareness events and public education activities
  - o Documentation in electronic medical chart on a daily basis in accordance with the policies and procedures established by Six Nations Health Services
- Comply with established safety precautions and standards, infection control procedures and aseptic and isolation techniques

- Utilize culturally appropriate, evidence informed practice principles throughout care.

**2. Communications Functions:**

- Maintaining case files and Speech Pathology materials by:
  - o Assisting with informal documentation, preparation or materials, assisting with other clerical duties as directed by the supervising SLP
  - o Schedule activities, prepare charts, records, graphs
- Attends staff meetings for Six Nations Therapy Services
- Employs appropriate communication skills when interacting with clients, families and other staff
- Attends case conferences and clinical rounds and provides input in order to coordinate care and optimize client outcomes
- Follows procedures for reporting hazardous condition, equipment or incidents
- Ensures privacy is maintained in accordance with relevant regulations
- Provides appropriate advocacy for clients and families when necessary
- Communicates regularly with the Speech Language Pathologist and the Program Supervisor of Community Health & Wellness.

**3. Administrative Functions:**

- Planning weekly itinerary, and completing monthly work reports/statistics as required by:
  - o Follow established report procedures as laid out by the program
  - o Complete necessary monthly report forms and ensure relevant statistics are maintained as required
  - o Review speech pathology policy and procedure manuals, work plans and job descriptions annually
  - o Coordinating and scheduling of clinical activities
- Monitor supplies and equipment inventory

**4. Other Functions:**

- Performs other job related duties as may reasonably be required by the Program Supervisor Community Health & Wellness
- Provides supervision of students and volunteers
  - o Follows established CASLPO guidelines for the use of supportive personnel
  - o Provides direct on-site supervision of the student/volunteer as stipulated in the supervision guidelines
  - o Obtain appropriate consent before allowing a student/volunteer to participate in treatment for an individual
- 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.

**WORKING CONDITIONS:**

Working has a high profile, extensive public contact and is subject to deadlines and interruptions.

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.

Work may at times be subject to unscheduled hours and out of office sessions.

**WORKING RELATIONSHIPS:**

With the Program Supervisor, Community Health & Wellness

Receives direction, guidance, encouragement; discusses plans and priorities.

With the Speech Language Pathologist

Receive direction, guidance, discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

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 or a post-graduate Communicative Disorders Assistant program.
- Completion of a Bachelor's Degree in Health, Education, or related field.
- High level of computer skills – Microsoft Office, MS Word & Excel.

**Other Related Skills:**

- Completion or a post-graduate Communicative Disorders Assistant program
- Eligible for registration with Canadian Association of Speech-Language Pathologists and Audiologists – Supportive Personnel, and/or with Communicative Disorders Assistants Association of Canada
- Familiar with the Six Nations Community and services available in the area
- Relate effectively with clients of all ages and their families/caregivers
- Strong organizational skills and able to work independently and work cooperatively with other service providers.

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- Strong interpersonal, verbal and written communication skills. Experience with Electronic Medical Records.
- Understands the importance of Confidentiality. Ability to work with tact and discretion.

**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, Health Committee, Six Nations of the Grand River, Government Agencies and the public.

**CONTROL:**

Guiding principles set by Health Services Department and Six Nations of the Grand River. Works within the administrative policies and procedures established by the Six Nations of the Grand River for the Health Services Department and other legislation provided by the respective government.