



MANAGER – SENIORS SUPPORT HUB 135-26-4
Community Health and Wellness, Wellbeing
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, **August 5, 2026**, for the **Manager – Seniors Support Hub** with **Community Health and Wellness, Wellbeing**. 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 [My Job Search](#). **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 **Manager – Seniors Support Hub** reporting to the Senior Manager – Allied Health Services, the Manager of the Seniors Support Hub is a member of the Department of Well-being Health Leadership Team and is responsible to plan, organize, develop and direct discipline specific services in accordance with current applicable federal, provincial, and local standards, guidelines and regulations, and assure that the highest degree of quality client care is maintained at all times.

In collaboration with the Senior Manager – Allied Health Services, the Manager of the Seniors Support Hub is responsible for overseeing programs and services that aim to improve the health and wellbeing of the seniors population (eg. Dementia Care Team, Senior Relief Fund). The Manager will also participate and/or lead committees and working groups to implement strategies to address issues affecting the community's seniors population (e.g. Elder abuse). The Manager will ensure compliance with all applicable organizational and departmental policies, procedures, and standards. Ongoing monitoring and evaluation of outcomes will guide improved methods of service delivery.

In addition, the Manager of the Seniors Support Hub will accept responsibility for fostering an environment that encourages teamwork, professionalism, respect and the participation of all staff to continuously improve the effectiveness and efficiency of services.

Type	Full Time
Closing Date	August 5, 2026
Hours of Work	35 hours weekly
Wage	Min \$78,400 per annum

***A competitive compensation package will be offered commensurate with qualifications. ***

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.



BASIC QUALIFICATIONS:

- Bachelor's Degree and three years of related experience in a healthcare setting; OR
- College Diploma and three years of related experience including supervision of support staff in a healthcare setting.
- Demonstrated experience working in an inter-disciplinary team.
- Experience in in Seniors care settings and/or community programs

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) 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 includes:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify 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 Mary Ann Alldis, HR Business Partner at 519-445-2223 ext. 5755 or via email at HRBP4@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 qualify 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:

Manager – Seniors Support Hub – Full Time – 135-26-4
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



POSITION DESCRIPTION – Department of Well-being

POSITION TITLE: **Manager-Seniors Support Hub**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Senior Manager – Allied Health Services, Department of Well-being, Six Nations of the Grand River Elected Council, which includes matters pertaining to the policies and procedures of Six Nations of the Grand River Elected Council.

PURPOSE & SCOPE OF THE POSITION:

Reporting to the Senior Manager – Allied Health Services, the Manager of the Seniors Support Hub is a member of the Department of Well-being Health Leadership Team and is responsible to plan, organize, develop and direct discipline specific services in accordance with current applicable federal, provincial, and local standards, guidelines and regulations, and assure that the highest degree of quality client care is maintained at all times.

In collaboration with the Senior Manager – Allied Health Services, the Manager of the Seniors Support Hub is responsible for overseeing programs and services that aim to improve the health and wellbeing of the seniors population (e.g. Dementia Care Team, Senior Relief Fund). The Manager will also participate and/or lead committees and working groups to implement strategies to address issues affecting the community's seniors population (e.g. Elder abuse). The Manager will ensure compliance with all applicable organizational and departmental policies, procedures, and standards. Ongoing monitoring and evaluation of outcomes will guide improved methods of service delivery.

In addition, the Manager of the Seniors Support Hub will accept responsibility for fostering an environment that encourages teamwork, professionalism, respect and the participation of all staff to continuously improve the effectiveness and efficiency of services.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Program planning, development, evaluation for Regulated and Non-Regulated Health Professionals within the team

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.

- Ensures that the mission, philosophy, goals and objectives of each program reflect services delivered and that these are communicated to staff
- Ensures programs are developed to meet the needs of the community. Reviews, modifies and evaluates programs. Gaps in services are identified. Financial resources/limitations are adhered to.
- Prepares program reports for the Senior Manager – Allied Health Services, Six Nations of the Grand River and funding agencies as required.
- Supports budgets, with Senior Manager, within funding agency guidelines.
- Monitors program budgets to ensure balancing of statements with the Senior Manager and Financial Control Officer and to ensure programs are operating within budget limits
- Monitors and prioritizes expenditures, reviews all cheque requisitions, ensures expenditures are appropriately coded.
- Reviews evaluation forms submitted by staff. Identifies areas of improvement and program overhaul as required.
- Daily supervision of staff.
- Identify and arrange for provision of necessary training for staff.
- Provides supervision of supportive personnel and students.
- Direct service delivery is based on capability to do so and also meet administrative demands.

2. Communications Functions:

- Promotes program services to increase community awareness of programs offered.
- Ensures community access to reliable education materials.
- Participates in committees for program planning.
- Works with other agencies to identify and resolve community service issues.
- Advocate for Six Nations community needs at every level of inter- agency communication.
- Establish on-going communication with agencies external to Six Nations for the purpose of awareness and potential program expansion.
- Maintain positive relations with Six Nations community services.
- Establishment, evaluation and improvement of protocols with relevant services located both on and off reserve.

3. Administrative Functions:

- Supports a culturally relevant program in conjunction with appropriate health team members as identified by client and community health needs.
- Consults with Senior Manager to ensure fair and just application of hiring process.
- Adheres to Six Nations Employment Policies
- Develops an orientation plan. Documents orientation of all new employees and student placement/ interns.
- Conducts an annual performance appraisal (PA) for all program staff.
- Makes available professional development for staff to maintain competencies. Tracks staff attendance at education opportunities to ensure adherence to organizational policies.

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.

- Development and review of program policies and procedures that is culturally appropriate and meets legislative requirements.
- Ensures staff adheres to organizational policies and procedures.
- Manages day to day operations to meet fiscal and human resources.
- Support the writing of all activity and yearly reports meeting the criteria of the funding sources.
- Develop and maintain an appropriate database system that meets the legislative standards for health records documentation.
- Supports annual work plan for submission.

4. Other Functions:

- Performs related duties respective of educational qualifications and skill as may be required by the Senior Manager, Senior Leadership Team and Director of Well-being.
- 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 Well-being.
- 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:

- Work requires physical activity and mental stress; requires working inside/outside; requires travel; requires extensive interactions with the public, who at times may be hostile or irate; subject to interruptions, deadlines, unscheduled hours.
- Work has a high public profile, extensive public contact and is subject to deadlines and interruptions.
- Work involves considerable out-of-office contact.
- Work requires the ability to prioritize tasks, work independently with minimal supervision, and cope with many demands and time constraints.
- Work may at times be subject to unscheduled hours.

WORKING RELATIONSHIPS:

With the Senior Manager – Allied Health Services

Receives direction, guidance and discusses plans, priorities to ensure tasks are done efficiently and effectively, receives instruction and supervision.

With Senior Manager of Administration

Receives guidance on administrative positions to support the Well-Being Finance Team with accurate and timely reporting procedures.

With Department Staff

Liaises, cooperates and provides encouragement; maintains control through teamwork and direction.

With Other Staff

Maintains cooperation and consideration with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to Well-being, maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

With the Public

Represents and promotes the well-being interests of Six Nations; works in a courteous, co-operative, positive and proactive manner, provides information as requested.

With the Public

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

KNOWLEDGE AND SKILLS:**Minimum Requirements:**

- Bachelor's Degree and three years of related experience in a healthcare setting.
OR
- College Diploma and three years of related experience including supervision of support staff in a healthcare setting.
- Demonstrated experience working in an inter-disciplinary team.
- Experience in in Seniors care settings and/or community programs

Other Related Skills:

- High level of computer skills – Microsoft Office – MS Word and Excel
- First Aid and CPR certified preferred
- Strong organizational and time management skills.
- Familiar with Electronic Medical Record systems
- Strong interpersonal, verbal and written communication skills.
- Understands the importance of Confidentiality. Ability to work with tact and discretion.
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public

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.

relation, confusion, duplication of effort and misinformation being given to the Director of the Department of Well-being, Six Nations of the Grand River Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by the Department of Well-being and Six Nations of the Grand River Elected Council. Works within the administrative policies and procedures established by the Six Nations of the Grand River Elected Council for the Department of Well-being and other legislation provided by the respective governments.

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.