



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

PERSONAL SUPPORT WORKER TRAINEE 174-18
LTC/HCC, HEALTH SERVICES
(Contract)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, Wednesday, **November 14, 2018**, for the Personal Support Worker Trainee with LTC/HCC, Health Services Department. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Reports to and works under the direction and supervision of the Personal Support Services Case Manager. Receives functional day-to-day supervision from the Personal Support Services Supervisor. The Personal Support Worker Trainee shall assist the Health Services Department and Personal Support Services in the performance of statutory, operational and advisory service duties related to Six Nations Personal Support Services with the policies and procedures established by Six Nations Elected Council for Personal Support Services within the policies and procedures established by Six Nations Elected Council.

Type	Contract
Closing Date	November 14, 2018
Length of Term	October 15, 2019
Hours of Work	Flexible hours
Wage	\$ 16.00 Per Hour

BASIC QUALIFICATIONS:

- Grade 12 OSSD or Mature Student Status;
- Able to pass Admissions interview for Personal Support Worker Certification, Criminal Reference Check-Vulnerable Sector Screening, successful completion of entrance evaluation, English Proficiency and computer literature;
- Will possess the following qualities:
 - Caring, nurturing, confident, dependable and motivated;
 - Able to work independently as well as part of a multi-disciplinary team;
 - Flexible – as changes occur within the schedule (frequently with last minute requests.) Available for all hours of service as 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.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Mailed or Hand Delivered – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations Elected Council 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:

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.

Personal Support Worker Trainee – Contract – 174-18

c/o Reception Desk

Grand River Employment & Training (GREAT)

P.O. Box 69, 16 Sunrise Court

Ohsweken, Ontario N0A 1M0

Method #2: Email – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations Elected Council 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. Copy of your education diploma/degree/certificate and transcript.
5. Email all documents (in a .doc or .pdf file) listed above to recruitment@sixnations.ca.



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Personal Support Worker-Trainee

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Personal Support Services Case Manager. Receives functional day-to-day supervision from the Personal Support Services Supervisor.

PURPOSE & SCOPE OF THE POSITION:

To assist the Health Services Department and Personal Support Services in the performance of statutory, operational and advisory service duties related to Six Nations Personal Support Services with the policies and procedures established by Six Nations Elected Council for Personal Support Services.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- To be hired as a PSW Trainee until becoming a certified Personal Support Worker
- Will be assessed by Personal Support Worker Supervisor and delegated to carry out assignment based on skills, level of training and capability as a Personal Support Worker Trainee
- Will be trained to function in accordance with current standards, policies and procedures and practices of Six Nations Personal Support Services for 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 by:
 - Assisting with personal care – bathing, dressing, toileting, feeding and mobility assistance;
 - Performing a variety of household duties – light housekeeping, laundry, planning nutritional meals including special diets as required by the treatment plan
 - Wear name tags

2. Communications Functions:

- Demonstrates a caring attitude toward the client, family members, and other team members and for the position itself.

- Maintaining confidentiality of information regarding the client, family and program
- 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 Immediate Supervisor and/or Case Manager.
 - Reporting and discussing any requests for changes in the treatment plan by the client or client's family to the Immediate Supervisor and/or Case Manager.
 - Providing instruction in activities of daily living as directed by the treatment plan.
 - Cooperating with all members of the Six Nations Personal Support Services 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 Personal Support Services when the client no longer requires the services.
- Presents a positive image of Personal Support Services:
 - 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 Personal Support Services Supervisor and 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:

- Works involved 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.

- Work requires rotational assignment in office as scheduled; with majority of time spent providing service out in the community.

WORKING RELATIONSHIPS:

With the Personal Support Services Case Manager

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

With the Personal Support Services Supervisor

Receives direction, guidance 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 Personal Support Service program in a courteous, positive, and cooperative manner, provides information and assistance.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Grade 12 OSSD or Mature Student Status
- And able to pass Admissions interview for Personal Support Worker certification, criminal reference check-vulnerable sector screening, successful completion of entrance evaluation, English Proficiency and computer literate.

Other Related Skills:

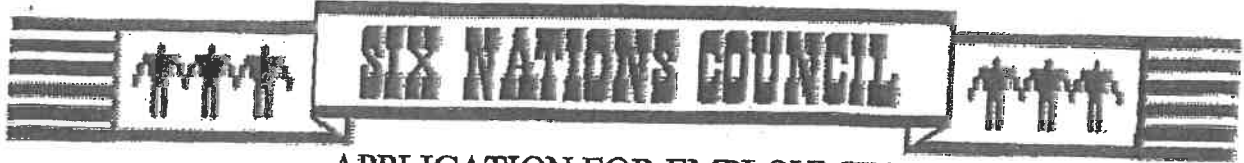
- Will possess the following qualities:
 - Caring, nurturing, confident, dependable and motivated.
 - Able to work independently as well as part of a multi-disciplinary team
 - Flexible – as changes occur within the schedule (frequently with last minute requests). Available for all hours of service as 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.

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.



SIX NATIONS COUNCIL

APPLICATION FOR EMPLOYMENT

With the Six Nations Council

PART I GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:		First Name	Initial	Last Name	Band & Number(if applicable)
Mailing Address (R.R.#, Blue # & Address)				Home Phone.	Alternate Phone No.
City or Town or Village		Province		Postal Code	Email Address
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.					
Do you have specific needs to be accommodated? If so, in what manner?		Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you have previously worked for Six Nations Council, please answer the following: Length of time worked _____ Months _____ Year(s) Dates Employed: _____ Reason for Leaving _____					
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PART II EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional				
						1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

PART III WORK HISTORY**I Present or Last Employer**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

II Previous Employer

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

III Previous Employer:

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)

1. _____
2. _____

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

 Applicant's Signature

 Date