



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

RECEIVED

JAN 23 2019

**NURSE EDUCATOR 024-19**  
**SCHOOL NURSES, HEALTH SERVICES**  
**(Full-Time)**

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, Wednesday, **February 13, 2019**, for the Nurse Educator with School Nurses, 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](http://www.greatsn.com) website. Online applications accepted through [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca). **NO LATE APPLICATIONS ACCEPTED.**

**JOB SUMMARY:** Reports to and works under the direction and supervision of the Team Manager for Child & Youth Team. The Nurse Educator shall deliver a School/Community Health Service based on identified needs for Six Nations of the Grand River school children and community members which includes the following components: designing, developing, coordinating, implementing, and evaluating various programs/components of this service within the policies and procedures established by Six Nations Elected Council.

<b>Type</b>	Full Time
<b>Closing Date</b>	February 13, 2019
<b>Hours of Work</b>	Unscheduled hours
<b>Wage</b>	TBD

**BASIC QUALIFICATIONS:**

- Bachelor of Science in Nursing or Diploma in Nursing;
- Must possess a current license issued by the College of Nurses of Ontario and is a member in good standing of Ontario Association of Registered Nurses;
- Must be willing to undergo a Police Check and sign an Oath of Confidentiality;
- Knowledge of theories of assessment methods and practices; childhood development stages; classroom management techniques; nutrition; evaluation techniques and human resource management e.g., substance abuse, death and dying, family dynamics, parenting skills, crisis intervention, special needs in children;
- Must possess a Valid Driver's License;
- Computer skills required are Microsoft Office – MS Word & Excel, Internal use of Outlook and Electronic Medical Records;
- Teaching experience or group facilitation is an asset;
- Good knowledge of the Six Nations Community and highly sensitive to Hodi:noshoni: and Rotinonhsion:ni culture and history an asset;
- Ability to work with tact and discretion; high level public relations skills are required in dealing with the community.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: 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](mailto:recruitment@sixnations.ca).

**Please ensure that the SUBJECT LINE of your email states:**

**Nurse Educator – Full Time – 024-19**

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.

**Method #2: 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:

**Nurse Educator – Full Time – 024-19**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario NOA 1M0



## POSITION DESCRIPTION – HEALTH SERVICES

**POSITION TITLE:** Nurse Educator

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Team Manager for Child & Youth Team

**PURPOSE & SCOPE OF THE POSITION:**

To deliver a School/Community Health Service based on identified needs for Six Nations of the Grand River school children and community members which includes the following components: designing, developing, coordinating, implementing, and evaluating various programs/components of this service.

**KEY DUTIES & RESPONSIBILITIES:**

**1. Technical Functions:**

- Ongoing designing, development, coordination, implementation and evaluation of the various programs delivered by the School/Community Health Service which include:
  - Administer general first aid at school sport events
  - Develop and provide In School Health education (Junior Kindergarten – Grade Eight according to Ontario Health Curriculum).
  - Supporting school staff and education on epipens, asthma, etc
  - Promotes healthy lifestyles (Nutrition, Hygiene, Dental, Sexual, Mental, Social) in conjunction with various community services and provides disease prevention information.
  - Evaluates findings for deficits in audio screening and follow-up with referral;
  - Participates in various school and community programs: e.g., Jump Rope For Heart, Injury Prevention

**2. Communications Functions:**

- Coordinate presentations with various agencies and professionals on pertinent health care topics for students as required.
- Preparation of internal/external documentation used internally such as updates, memos, and correspondence.
- Serves on committees as directed by Program Manager.

- Participating in planning and decision-making activities which contribute to effective utilizations of resources and the improvement of delivered services and the development of best practices; and
- Participating in research activities as assigned by the Director of Health Services.
- Wears a Six Nations Elected Council identification badge.

### 3. **Administrative Functions:**

- Submits monthly reporting of stats and yearly reports to the Program Manager.
- Completion and submission of: leave forms, travel forms, performance appraisals and work plans in accordance with Six Nations Elected Council policies and procedures.
- Ensure proper filing of documents electronically and /or hardcopy.
- Perform work functions in accordance with the following Policy and Procedures: Six Nations Elected Council, Six Nations Health Services and School Nurse Program.
- Attend meetings as required: staff meetings, committee meetings and community partner meetings.
- Attend training/workshops as required.
- Accountable for his/her actions and practices according to the College of Nurses of Ontario.
- Assumes responsibility for personal and vocational growth and development; participation in in-service educational programs.
- Ensures all incidents are appropriately reported.
- Assumes responsibility for maintaining good standing with Registered Nurse Association of Ontario or the Registered Practical Nurse Association of Ontario.
- Maintain program equipment and assesses the need for consumable supplies on an annual basis.

### 4. **Other Functions:**

- Establishes program priorities in respect to community health needs and plans programming appropriately.
- 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
- Performs other job-related duties as may reasonably be required by the Program Manager and/or the Director of Health Services.

### **WORKING CONDITIONS:**

- Work has a high public profile, extensive public contact and is subject to deadlines.
- Work is subject to unscheduled hours.

## **WORKING RELATIONSHIPS:**

### **With the Team Manager for Child & Youth Team**

Receives direction, guidance, encouragement; for the efficient administration of all School and Community Health Services within Six Nations according to community needs and priorities.

### **With Departmental Staff**

Liaise, co-operates and provides professional assistance to Health Care Team members as needed for the efficient administration of day-to-day activities of all School and Community Health Services within Six Nations.

### **With Other Staff**

Maintains co-operation, consideration and professionalism with all staff members.

### **With External Agencies**

Represents and promotes Six Nations interests relative to health services. Develops close working relationships with the public.

### **With the Public**

Represents and promotes the Health Services interests of the Six Nations Community; works with a co-operative, positive and proactive manner; provides information and advice in a professional manner.

## **KNOWLEDGE AND SKILLS:**

### **Minimum Requirements:**

- Bachelor of Science in Nursing or Diploma in Nursing.
- Must possess a current license issued by the College of Nurses of Ontario and is a member in good standing of Ontario Association of Registered Nurses
- Must be willing to undergo a police check and sign an Oath of Confidentiality.
- Knowledge of theories of assessment methods and practices; childhood development stages; classroom management techniques; nutrition; evaluation techniques and human resource management e.g., substance abuse, death and dying, family dynamics, parenting skills, crisis intervention, special needs in children
- Must possess a valid driver's license.
- Computer skills required are Microsoft Office – MS Word & Excel, Internal use of Outlook and Electronic Medical Records.

**Other Related Skills:**

- Teaching experience or group facilitation is an asset.
- Good knowledge of the Six Nations Community and highly sensitive to Hodi:noshoni: & Rotinonhsion:ni culture and history an asset.
- Ability to work with tact and discretion; high level public relation skills are required in dealing with the community.

**IMPACT OF ERROR:**

Errors in judgement and in the conduct of duties could lead to loss of 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.



**APPLICATION FOR EMPLOYMENT  
With the Six Nations Council**

**PART I GENERAL INFORMATION**

Name of Position You Are Applying For (Job Title)			Closing Date of Position		
Name of Applicant:	First Name	Initial	Last Name		
Band Name and Number (if applicable)					
Mailing Address (R.R.#, Blue # & Address)			Home Telephone No.	Cell Phone No.	
City or Town or Village	Province		Postal Code	Email Address	
Do you require accommodation, please indicate?	Do you have a valid Class G driver's license?	Do you have a valid First Aid/CPR Certificate?	Have you had WHMIS training?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<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 and contact applicant to assist in 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 do require that the applicant must undergo a medical examination as it pertains to the position being applied for. Are you willing to undergo a medical examination if it is required? <input type="checkbox"/> Yes <input type="checkbox"/> No					

**PART II EDUCATION**

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	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															

<b>PART III WORK HISTORY</b>	
<b>I Present or Last Employer</b>	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:	
<b>II Previous Employer</b>	Address:
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
<b>III Previous Employer:</b>	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