



PSW – 139R1-24-3
Iroquois Lodge, 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, **open until filled**, for the **PSW** with **Iroquois Lodge, 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 <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 PSW Reports to and works under the direction and supervision of the Registered Nurse – Charge Nurse.

PURPOSE & SCOPE OF THE POSITION:

The purpose of the PSW position is to provide safe and quality personal care to residents with an acceptable standard of skill and with a sense of responsibility and respect for privacy. The PSW will provide personal care within established administrative policies, physician orders, standards of nursing practice, and Ministry of Health and Long-Term Care regulations and legislation. The PSW understands that residents needs come first.

Type	Full Time (3 openings)
Closing Date	Open until filled
Hours of Work	42hrs/week
Wage	\$23.96/hr. + \$3.00/hr wage enhancement

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

BASIC QUALIFICATIONS:

Minimum Requirements:

- Graduate of an approved Personal Support Worker Program.
- Medical certificate of good health and up to date immunization record including willingness to have mandatory yearly influenza vaccination.

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Other Related Skills:

- Willing to work a rotating schedule of shifts and weekends.
- Must provide a clear police clearance review before employment.

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 Eniola Owoso, HR Business Partner at 519-445-2223 ext. 5716 or via email at HRBP3@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:

PSW – Full Time – 139R1-24-3

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: Personal Support Worker (PSW)

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Registered Nurse – Charge Nurse.

PURPOSE & SCOPE OF THE POSITION:

The purpose of the PSW position is to provide safe and quality personal care to residents with an acceptable standard of skill and with a sense of responsibility and respect for privacy. The PSW will provide personal care within established administrative policies, physician orders, standards of nursing practice, and Ministry of Health and Long-Term Care regulations and legislation. The PSW understands that residents needs come first.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Participates in and promotes the well-being of each resident. This includes an awareness of the resident as a whole person considering cultural, spiritual, psychosocial and restorative needs.
- Assists in escorting residents to specific programs/activities and areas of Iroquois Lodge.
- Performs personal care and selected nursing measures to promote comfort and safety of residents in accordance with nursing standards by:
 - Giving bed and tub baths, and showers
 - Assisting with grooming such as hair and nail care
 - Assisting with dressing and undressing
 - Assisting with oral care
 - Giving special skin care and back rubs as directed
 - Assisting with serving meals and nourishments
 - Assisting with feeding residents
 - Passing and emptying bedpans and urinals
 - Assisting with walking and exercise programs
 - Making beds, tidying resident areas, bedside tables and closets
 - Transporting and putting away resident clothing
 - Cleaning storage rooms, utility rooms and linen rooms
 - Collecting and bagging soiled linen for dispatch to laundry

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- Assisting with other activities of daily living as required Revised
- Assist with restorative care program
- Assists in maintaining a safe, neat and clean environment for residents and personnel by following safety policies and procedures and reporting hazardous situations in the appropriate manner.
- Assists in providing palliative care for terminally ill or dying residents.
- Assists in the nursing process by observing and reporting changes in the resident's physical and emotional condition to immediate supervisor. Understands the guidelines of care of assigned residents as outlined in the resident care plans.
- Directs all inquiries (family or otherwise) regarding resident care and conditions to immediate supervisor.
- Attends in-service education programs.
- High standard of personal cleanliness and attends work in proper dress (i.e. scrubs, quality nursing shoes (no crocs) and name tags).
- Practice safe body mechanics, utilizes mechanical lifts and routine contact procedures (i.e. isolation precautions).
- Assists with maintenance of records, reflecting each resident's condition, care and specific treatment. Documents in Point Click Care.
- Assists in the training, guiding and supporting of new staff through the orientation period.
- Aware of the Resident Bill of Rights and respect and promote it.
- Assists with the admission and discharge of residents
- Specific procedures as listed on Job Routines and/or assigned by Supervisor (includes participation in Activity and dining programs).
- Attends resident care conferences and assists with resident care plans.
- Input information into Point of Care program independently and as instructed by MDS RAI Coordinator.

2. Communications Functions:

- Effective liaison with supervisors, staff, community members, general public and Chief and Elected Council in person or through telecommunications.
- Effective communication with external bodies such as other First Nations, federal, provincial and municipal governments/agencies and other organizations in person or through telecommunications.
- Represent Six Nations Elected Council and community in a positive, courteous, cooperative and professional manner.

3. Administrative Functions:

- Completion and submission of leave forms, travel forms, performance appraisals in accordance with Six Nations Elected Council policies and procedures.



- Perform work functions in accordance with Six Nations Elected Council policies and procedures, Ministry of Health and Long-Term Care legislative requirements.
- Attend meetings as required: staff meetings, committee meetings, Elected Council meetings. Attend training/workshops as required.

4. Other Functions:

- Perform other related duties as assigned by Registered Nurse – Charge Nurse.
- Responsible for following all rules and regulations as set out by Six Nations Elected Council, personnel, fire safety and health and safety etc.
- Performs projects as assigned.
- 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:

- Work requires interaction with Registered Nurse – Charge Nurse, Manager of Iroquois Lodge, and other staff.
- Work requires extensive physical activity with some mental stress; employee is required to work inside, some outdoor duties, and with some interaction with residents and their families.
- Work may be subject to some daily interruptions, deadlines and some unscheduled hours.
- Employee must be able to take direction, prioritize tasks, and work independently with many demands and little time. Employee must maintain composure in demanding situations and maintain confidentiality.
- Will be in good health, allowing the employee to tolerate constant standing and walking during working periods; visual and hearing acuity to detect changes in resident's conditions.

WORKING RELATIONSHIPS:

With the Registered Nurse – Charge Nurse

The PSW will receive direction and guidance from Registered Nurse – Charge Nurse; and will discuss plans, priorities and needs of the residents. They will also interact to ensure tasks are done efficiently and effectively at all times. PSWs will exhibit courtesy, cooperation and teamwork with all departmental staff and be familiar with Six Nations Elected Council policy and procedures.



With the Community and Other Staff

Represents and promotes Six Nations Administration in a courteous, cooperative, and professional manner.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Graduate of an approved Personal Support Worker Program.
- Medical certificate of good health and up to date immunization record including willingness to have mandatory yearly influenza vaccination.

Other Related Skills:

- Willing to work a rotating schedule of shifts and weekends.
- Must provide a clear police clearance review before employment.

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

Revised July 2016

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