



KETTLE & STONY POINT

Health Services

CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

## EMPLOYMENT OPPORTUNITY

### PART-TIME (2)

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<b>PROGRAM AREA:</b>	HEALTH SERVICES
<b>POSITION TITLE:</b>	HOME SUPPORT WORKER/PERSONAL SUPPORT WORKER
<b>REPORTING PROTOCOL:</b>	REPORTS TO THE HOME AND COMMUNITY CARE MANAGER

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**POSITION SUMMARY:** The Home Support Worker / Personal Support Worker (HSW/PSW) provides services in the client's home or within the Assisted Living Facility (ALF). Services support the client's independence, safety and health needs. There are three categories of HSW's, PSW's, HCA's and uncertified. HCA's and uncertified must upgrade to PSW certification.

#### JOB DUTIES:

- The HSW/PSW may be responsible for providing personal care for the client including all or some of the following:
  - Assistance with bathing (e.g. Tub bath, sponge bath, shower, lifts)
  - Transferring clients from one position or location to another using the proper body mechanics and transferring techniques
  - Assisting client with ambulation
  - Assisting with the use of a walker
  - Washing and grooming
  - Shaving the client
  - Assistance with toileting if necessary
- The HSW/PSW will be responsible for light house work
- The HSW/PSW will support the client's nutrition needs
- Assist with medication
- Documentation and confidentiality
- In the assisted living facility additional duties may include:
  - Assisting the client in the dining room as needed
  - Assistance with extracurricular activities
  - Ensuring that all areas of the facility are maintained in a clean and organized state
  - Meal preparation for all residents, following prescribed diets and menus including snacks
  - Clear and concise documentation in ALF charts
  - Ensure that the door and windows of the facility are locked nightly at 9:00PM and opened at 6:00AM
  - Knowledge of who to call in the event of emergency – training will be provided.
- Other Duties as assigned by the HCC Nurse or the Home & Community Care Manager

#### ATTRIBUTES:

- Strong commitment to health of the client
- Ability to work in a team atmosphere, as well as independently
- Ability to work with clients and community in a sensitive, caring and confidential manner
- Ability to take initiative and think creatively
- Ability to handle multiple responsibilities in a professional manner
- Driver license and dependable transportation
- Ability to work with seniors and disabled population



#### **EDUCATION/QUALIFICATIONS:**

- Grade 12 diploma
- Certification as a Personnel Support Worker or health care aid – Levels 1-3
- Home Support Worker Certification from College is an Asset
- Homemaking/PSW experience or other job-related experience
- Current CPR/ First Aid certification
- Safe food Handler's certification

#### **PREFERENTIAL HIRING REQUIREMENTS:**

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their school enrollment.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME AND  
A MINIMUM OF THREE (3) REFERENCES,

**BY MAY 30TH, 2022 AT 4:00PM**

**TO: Chippewas of Kettle & Stony Point First Nation,**

**ATTN: HR Department – Part Time HSW/PSW**

**Email to: [human.resources@kettlepoint.org](mailto:human.resources@kettlepoint.org)**

**Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1**

**Fax: 519-786-2108**

*A full Job Description is available please send request to Wyonna Bressette HR Assistant at  
[human.resources@kettlepoint.org](mailto:human.resources@kettlepoint.org)*

INTERVIEWS WILL BE SCHEDULED SHORTLY AFTER THE CLOSING DATE.

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT