



AOPFN EMPLOYMENT OPPORTUNITY

Personal Support Worker

Department: Health Services

Supervisor: Tennisco Manor Supervisor

\$22.63 hourly + wage enhancement as applicable

Casual with Possibility of Part-Time Permanency

Deadline to Apply: Posting will continue until roles are filled.

Appointed as Personal Support Worker – assisting the clients with their daily routines and specific activities including meals provision, housekeeping, laundry, and arrangement of medial services and other. Interacts with clients to promote and ensure the client's well-being and sense of belonging. The Personal Support Worker – shall preform all job-related functions in such a manner so as to maintain their complete confidentiality in recognition of the privacy entitlement of all members of the community. The Personal Support Worker – must be ready, willing and able to develop and maintain a good working relationship with all agencies, indigenous organization and business associates of the Algonquins of Pikwakanagan First Nation.

- Assists with meal planning.
- Scrubbing, sweeping & dusting of client's rooms.
- Participates in various activities throughout shift with the clients, such as friendly visiting, card playing, etc.
- Assists with personal care
- Contacts next of kin or families if required of client's condition or needs.
- Arranges client's health appointments when required.
- Completes client data sheets & other documents required for reports & performance indicators.
- Recognizes, reports & records safety, health risks & security needs for clients.
- Reports incidents & completes reports as required.

For full Job Description, please email hr@pikwakanagan.ca

REQUIREMENTS:

- Demonstrated good written communication skills.
- Possess certification as a Personal Support Worker (Considered an asset) OR;
- Willing to work towards PSW certification. OR;
- Health Care Aid with at least one year of experience in working with seniors or providing personal care.

CONDITIONS OF EMPLOYMENT:

- Acceptable Vulnerable Sector Check and CPIC must be provided as a condition of employment.

How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

Subject Line: Personal Support Worker

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

Screening Procedure: Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
 - (Permanent EE only)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
 - (Conditions Apply)
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
 - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.