



AOPFN EMPLOYMENT OPPORTUNITY

Personal Support Worker & Health Care Aide

Department: Health Services

Supervisor: Client Care Coordinator

PSW: \$22.63 hourly + wage enhancement as applicable/ Casual

Deadline to Apply: Ongoing until positions are filled.

The PSW and HCA assists clients in a variety of ways with daily routines such as meal preparation, housekeeping, laundry, medical services, and more, while promoting their well-being and sense of belonging through supportive interaction. They are required to maintain strict confidentiality to protect clients' privacy and are expected to build and maintain positive relationships with agencies, Indigenous organizations, and business partners associated with the AOPFN.

DUTIES AND RESPONSIBILITIES:

- Completes client data sheets and other documents required for reports and performance indicators.
- Recognizes, reports and records safety , health risks and security needs for clients.
- Reports incidents and completes reports as required.
- Contacts next of kin or families if required of client's condition or needs.
- Arranges client's health appointments when required.
- Recognizes, reports and records safety , health risks and security needs for clients.
- Assists with personal care.
- Meal preparation planning, preparing and sanitizing
- Housekeeping maintaining bedroom, common areas and etc.

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Demonstrated good written communication skills.
- Possess certification as a Personal Support Worker (asset)
- OR Health Care Aid with at least one (1) 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.
- First Aide and CPR Certification or willingness to complete within 3 months of employment
- Cultural awareness training or willingness to complete within 3 months 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 or Health Care Aide

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.