



## EMPLOYMENT OPPORTUNITY

# HOME SUPPORT WORKER

**\*RE-POST\***

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### **POSITION SUMMARY**

Henvey Inlet First Nation is currently seeking a full-time **Home Support Worker** to join our Administration. The Home Support Worker reports to the Community Health Nurse and is responsible for providing in-home housekeeping and personal care support for eligible clients in the Community. This position requires high-level of personal integrity and professionalism.

***Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.***

### **MAIN RESPONSIBILITIES**

The Home Support Worker will be responsible to:

- Provide appropriate level of service to all clients as assigned and noted in the monthly calendar
- Ensure the safety and adaptation needs of clients are met, reporting any extraordinary maintenance or safety concerns to the Supervisor
- Check and report any concerning changes in client behaviour or conditions to the Supervisor
- Visit with clients and provide friendly companionship
- Help clients with daily personal care items such as dressing or grooming when requested
- Assist elders with their medications as needed or required
- Assist with personal safety such as walking and descending stairs, getting up or sitting down, and climbing in and out of bed, etc. as needed
- Perform housekeeping tasks catered to each clients' individualized needs including doing dishes, making beds, washing/drying/ironing/folding/putting away laundry, putting away groceries and other items, and other routine cleaning tasks
- Do a major deep house cleaning at least twice per year in spring and fall
- Help plan, prepare and serve meals, cleaning up once finished
- Help collect client mail from the community mail box and deliver to client in-person as requested
- Help with household-management tasks like coordinating non-medical appointments and excursions or running household errands such as groceries and other shopping
- Accompany clients to events, appointments and shopping excursions as required
- Serve as back-up transportation driver and help to coordinate client transport when needed
- Assist Home Maintenance Worker on exterior maintenance when directed
- Accompany Home Care Nurse on quarterly home visits to clients to review services being provided and ensure client satisfaction
- Attend and participate in staff meetings, training seminars, workshops, and online courses as requested
- Adhere to all HIFN Policies and Procedures
- Perform other duties as assigned from time-to-time by the Supervisor, Health Director or Chief and Council

## **QUALIFICATIONS**

- Grade 12 diploma or equivalent
- Completion of a Personal Support Worker certificate program preferred
- 1-3 years work experience as an in-home personal support worker preferred
- Previous experience providing respectful and compassionate service to Elders preferred
- Valid Ontario Class G Driver's License and access to a reliable, insured vehicle **a must**
- Current CPIC
- Current First Aid and CPR Level C
- Ability to understand and speak Ojibway preferred
- Excellent customer service and interpersonal communication skills
- Exceptional organization and time-management skills
- Professional, friendly attitude and a strong work ethic
- High level of personal integrity
- Ability to stand, bend, reach and twist for long periods of time
- Ability to lift up to 20lbs continuously
- Must be able to work with little supervision; must be self-directed

## **HOURS OF WORK**

Full-Time – 35.5 hrs/week

## **REMUNERATION**

Negotiable based on experience

## **START DATE**

As soon as possible

## **APPLICATION DEADLINE**

Posted until filled

Those interested in applying should submit their resume and cover letter in confidence to:

### **Henvey Inlet First Nation – Human Resources**

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.