



EMPLOYMENT OPPORTUNITY

PERSONAL SUPPORT WORKER

POSITION SUMMARY

Henvey Inlet First Nation is currently seeking a full-time **Personal Support Worker** to join our Administration. The Personal Support Worker reports to the Nurse Practitioner Clinical Lead and is responsible for providing in-home care for eligible clients by assisting with activities of daily living, personal hygiene and emotional support to promote their independence. This position requires high-level of interpersonal skills, 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 Personal Support Worker will be responsible to:

- Assist clients in the administration of their medications as per the PSW's scope of practice, providing reminders and reporting concerns to the Community Health Nurse or Nurse Practitioner Clinical Lead as clinically appropriate
- Assist clients with their personal hygiene and basic care such as bathing, dressing, grooming and toileting
- Aid clients with walking, transfers, and exercises (as prescribed by allied health providers) to promote mobility, and prevent injuries
- Provide clients with companionship, engaging in meaningful conversation and encouraging social activities
- Ensure clients receive proper nutrition as per allied health provider recommendations and as per PSW scope of training, especially in those with dietary restrictions
- Track and maintain service levels for all clients using the monthly calendar
- Assist with personal safety of the client such as ascending or descending stairs, getting up or sitting down, getting both in and out of bed, etc., while using safe transferring techniques
- Provide appropriate level of service to all clients as assigned and noted in the monthly calendar
- Perform housekeeping tasks catered to the clients' specific needs including washing dishes, making the beds, washing/drying/ironing/folding/putting away laundry, putting away groceries and other like items, and routine cleaning
- Plan, prepare, and serve meals and cleanup once finished
- Collect client mail from the community mailbox, and deliver it to the client directly as requested
- Accompany the clients to their medical appointments
- Serve as back-up client transportation for appointment and other activities when required
- Accompany the Home Care Nurse on their quarterly home visits with clients to review the services provided, and to ensure the clients' satisfaction
- Document and record completed tasks and client interactions, including client conversations, in the EMR system
- Attend and participate in staff meetings, training seminars, workshops and online courses as required
- Adhere to all HIFN policies and procedures
- Perform all other duties as assigned by the Supervisor, Nurse Practitioner Clinical Lead, Health Director and Chief and Council

QUALIFICATIONS

- Grade 12 diploma or equivalent
- Completion of a Personal Support Worker certificate program
- 1-3 years work experience as an in-home personal support worker preferred
- Previous experience providing respectful and compassionate service to Elders preferred
- Previous experience working with individuals with disabilities or cognitive impairments 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
- Sensitivity to First Nations health and community issues
- Excellent verbal, written 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 maintain a high-degree of confidentiality
- 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

\$20/hr - \$27/hr

WORK LOCATION

In Community

START DATE

September 8, 2026

APPLICATION DEADLINE

August 5, 2026

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: recruitment@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.