



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

HSW/PSW - TWO (2) FULL TIME POSITIONS

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

POSITION SUMMARY: The Home 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 HSWs-PSWs, HCAs and Uncertified. HCAs and Uncertified must upgrade to PSW certification.

NOTE: There is one (1) Assisted Living Facility PSW placement and one (1) Community HSW/PSW placement. The Assisted Living Facility placement requires a certified Personal Support Worker as they are responsible for dispensing medication. A Personal Support Worker certification is not required for the HSW/PSW Community Placement.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Certification as a Personal Support Worker or Health Care Aide, Levels 1-3 Home Support Worker certification from a Community College
- O.S.S.D or equivalent
- Homemaking experience or other position related experience
- Knowledge of electronic medical records and/or other health information systems.
- Experience working in a First Nation Community.
- Knowledge and understanding of reporting requirements.
- CPIC - Vulnerable Sector Check must be provided prior to attending to site.
- Reliable Transportation and willing to travel as needed.
- Current First Aid/CPR and AED training.
- Safe Food Handler's Certification
- Medical documentation verifying that applicant's health status allows for HSW/PSW duties (ex. Negative TB test)

SKILLS REQUIRED:

- Ability to work effectively with the Health Centre Staff, community members and any other outside agencies (ex. VON services)
- Ability to work with clients with dementia issues and disabilities.
- Excellent organizational, interpersonal, and written and oral communication skills.
- Knowledge of health promotion and community development principles.
- Personable, team orientated, task focused and thorough in working with detail.
- Able to research data, construct informative reports and perform.
- Develop strong working relationships with co-workers, supervisors, Sub-contractors, and management.
- Proficient in Microsoft Office and its applications: MS Word, MS Excel, MS Access, MS PowerPoint, Outlook 365 etc.

- Self-starter, efficient, reliable, and willing and able to assume responsibility with minimal supervision.
- Provide effective guidance and evaluation.
- Ability to support teamwork and staff coordination processes.
- Commitment to the health of the community, community development and the health of the client while maintaining confidentiality.
- Ability to take initiative and think creatively to problem solve while handling multiple responsibilities in a professional manner.
- Ability to work with clients and community in a sensitive, caring, and confidential manner.
- Knowledge of the history, dynamics, and culture of this community and of First Nations as a whole.
- Ability to work with seniors, and disabled population.

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 CPIC and vulnerable sector background check.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR COVER LETTER AND A DETAILED RESUME
CLOSING DATE – MAY 20TH 2025 AT 4:00PM

TO: CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION,
ATTN: HR – HOME SUPPORT WORKER/PERSONAL SUPPORT WORKER
EMAIL ADDRESS: HR.ASSISTANT@KETTLEPOINT.ORG
MAILING ADDRESS: 6247 INDIAN LANE, KETTLE & STONY POINT FIRST NATION, ON N0N 1J1.
FAX TO: 519-786-2108

A FULL JOB DESCRIPTION IS AVAILABLE: CONTACT THE HR ASSISTANT AT HR.ASSISTANT@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