



Posted: August 16, 2017
Level II

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted from **STATUS MEMBERS OF ANY FIRST NATION** for the following **Part Time Permanent** position:

PERSONAL SUPPORT WORKER Home and Community Care Program

Duties:

- Providing personal care, light housekeeping and meal preparation
- Promoting independence in activities of daily living for clients
- Monitor client well-being and reports on health and other personal care issues that arise
- Effective verbal and written communication with residents, family, supervisors and service providers
- Able to work flexible hours including evenings and weekends

Qualifications: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education:

- Personal Support Worker Diploma

Other:

- Experience in the Health Care profession would be an asset
- Current First Aid and CPR Certificate

RATED REQUIREMENTS:

Knowledge:

- Familiarity with the operation and services of the Home & Community Care program

Skills/Abilities:

- Strong appreciation of, and empathy with, the needs of our Elders
- Sensitivity to First Nation issues
- Good oral and written communication skills
- Ability to work independently as well as working in a group setting

Personal Suitability:

- High respect for confidentiality
- Willing to work days, evenings and weekends as required
- Must exhibit a high degree of initiative and self-direction
- Must be punctual/dependable with a strong desire to work
- Must be a team player

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

TERMS OF EMPLOYMENT:

This is Part Time Permanent position beginning immediately. Annual salary rate for this position is \$15.50/hour based on a 20 hour work week (with possibility of up to 39.5 hours per week).

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to:

Abigail McCue, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708

Deadline for Applications: Friday September 1, 2017 at 12:00 (Noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.