



## EMPLOYMENT OPPORTUNITY

### Elder's Lodge Caregiver

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Department: Health Services

Posting Date: December 20, 2024

Location: Nipissing First Nation, ON

Schedule: Days, Evenings, Weekends and Night Shifts

Job type: Permanent – Full Time, 37.5 hours/week – Part Time is also available

Vacancies: 8

New or Existing Position: New

Reports To: Elder's Lodge Supervisor

Starting Salary: \$ 41,805.40

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#### What you'll do in the role

- Interact with the residents, visitors, and family members in a professional and respectful manner
- Develop supportive relationships with clients while maintaining professional boundaries
- Promote independence, self-care, and encourage residents in decision-making processes
- Adapt the residents' environment to support comfort, safety, and function
- Apply problem solving skills, flexibility and understanding when responding to behaviors presenting as difficult
- Report any changes pertaining to the well-being of clients to the office in a timely manner
- Complete documentation in accordance with the policies and practices of the NFN HCC Program
- Complete training, orientation, in-service sessions as scheduled by the NFN HCC Program
- Participate in scheduled meetings
- Maintain any relevant training required for the position
- Perform all tasks in a manner that promotes health and safety and reduces the risk of hazard or injury to self and others
- Immediately report incidents to the office and complete incident reports as directed
- Collaborate with all members of the HCC team
- Handle and prepare meals, snacks and beverage using safe food techniques
- Clean and remove waste after meals are concluded
- Complete housekeeping duties as directed by supervisor
- Work in a manner that prevents cross contamination of surfaces

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- These duties include laundry; changing bed linens or making the beds; vacuuming, sweeping, or washing the floors; cleaning the bathrooms; emptying garbage; cleaning or dusting surfaces; and cleaning and putting away dishes
- Participate in a performance appraisal and/or employee feedback process
- Fully respect and abide by all aspects of the Health Centre and the Nipissing First Nation standards, policies, and procedures
- Act in a professionally appropriate manner both during and when not working and be a positive role model for residents and the Nipissing First Nation Community
- Make reasonable efforts to maintain in good order the property of NFN Health Services
- Notify the Manager of Home and Community Care or designate any occurrence involving a person or property and follow reporting protocols
- Complete other job-related duties as may be assigned by the Manager or Director

### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance.
- Casual dress
- Better than average vacation and leave packages.

### **What you bring to the table**

- Respect for indigenous culture and willingness to learn Ojibwe.
- Personal Support Worker, Home Support Worker, Health Care Aide, Social Services Workers, or Developmental Support Worker Certification is an asset
- Previous work experience in providing meals and housekeeping is an asset
- Must be physically able to carry out assigned duties
- Proof of completion or willingness to obtain upon employment, the following:

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- Food Safe Level 1 Certification
- Safe Body Mechanics
- Naloxone Training, Privacy Training
- Occupational Health and Safety Training
- Workplace Hazardous Materials Information System (WHMIS)
- First Aid and CPR with AED
- A valid Ontario Class "G" Driver's License and access to a reliable personal insured vehicle
- A recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check
- Knowledge of and sensitivity to Indigenous culture, value, and beliefs
- Experience working with Indigenous clients, families, and communities
- Knowledge and understanding of the needs of seniors, people with disabilities, caregivers, and persons with acute or chronic health conditions
- Analytic skills to assess client's needs, functional level, and ability to perform the Activities of Daily Living (ADL)
- Skills in record keeping, chart management and required reporting
- Ability to work with clients in an empathetic friendly manner and maintain professional boundaries
- Ability to follow verbal and written instructions and communicate effectively
- Ability to retrieve and respond to voicemail, email, and text messages in a timely manner
- Ability to use electronic tools and devices for reporting and communications
- Excellent time management and organizational skills
- Ability to protect the personal health information of clients and maintain a high degree of confidentiality
- Ability to act professionally, be reliable and work with minimal supervision
- Ability to work as a multi-disciplinary team member
- Ability to work evenings and weekends
- Willingness to undertake continuing education/training

#### **APPLICATION DEADLINES:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing January 3<sup>rd</sup>, 2025- 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application



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- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

#### Closing January 10<sup>th</sup>, 2025 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

#### Closing January 17<sup>th</sup>, 2025 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm** on the application deadline noted above.*

#### **Are you a member of NFN? If so, please read below:**

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all rounds of employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

**Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.**