



# HIAWATHA FIRST NATION

## EMPLOYMENT OPPORTUNITY

**Position Title:** Community Health Nurse  
**Posting Type:** Internal  
**Location:** Hiawatha, ON  
**Duration:** Full-Time Permanent  
**Posting Closes/Deadline:** September 25, 2021 at 11:59 pm  
**Tentative Interview Date:** September 27-30, 2021  
**Annual Salary Range:** \$74,029-\$82,986

### **About Us:**

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 850 registered citizens with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

### **Position Summary:**

As an integral member of the Health and Social Services team, the Community Health Nurse (CHN) will report directly to the Health and Social Services Manager and provide education and community health services around various areas for the citizens of Hiawatha First Nation. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

### **Reporting:**

This position will take direction from the Health and Social Services Manager and has no direct reports.

### **Main Responsibilities:**

- Assessing the health needs of the community
- Having clinic visits with citizens in regard to preventative care or early screening or treatment
- Providing referrals to other services as required
- Conducting regular home visits, assessments and care plans
- Providing after care services when required for post-hospital discharge, surgeries or procedures
- Developing new programs and implementing new and existing programs and events
- Providing education programs and preventative workshops to preschool, youth, adults and seniors
- Organizing family focused community health clinics
- Providing immunizations to the community
- Working with Public Health to monitor communicable disease reports and provide infection control and outbreak
- Providing prenatal and postnatal screening and support services
- Providing peer counseling, referrals and follow up to citizen
- Organizing foot care clinics
- Coordinating and participating in case management process and developments for plans of care;
- Listening to the clients and treating each client with dignity and respect
- Ensuring that all HFN standards are adhered to
- Maintaining a comprehensive Health Information System
- Maintaining accurate, up to date confidential client charts
- Providing necessary documentation and reporting requirements to management and funding agencies
- In a manner that is appropriate and timely, processing all incoming enquiries, including in-person, mail, email and telephone
- Providing leadership, planning and training in regard to Hiawatha's pandemic and Emergency preparedness plan
- Preparing annualized budgets and budgets for smaller projects/events

- Working within the budgets and monitoring the budgets throughout the project/fiscal year
- Preparing paperwork for cheque requisition, payroll, etc. and ensure that proper approvals are obtained
- Preparing accurate reporting in a timely manner and within the deadlines of the funding
- Other duties as assigned

### **Requirements:**

- Post-Secondary BScN degree or 3-year College Diploma with 3 years of experience;
- Must be a member of the College of Nurses of Ontario (CNO);
- 3 years relevant experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Must provide a clear CPIC and vulnerable sector check
- Valid First Aid and CPR certification
- Valid immunization certification or willingness to certify as a condition of hiring
- Valid Driver's License and own vehicle

### **Knowledge, Skills and Abilities:**

- Working knowledge of legislation, policies and procedures in a First Nation around health and social topics
- Working knowledge of programs available in the areas of health and social that citizens and clients could benefit from, both internal and external to Hiawatha
- Broad knowledge around health issues that are common in First Nations (i.e. diabetes, heart disease, etc.)
- Ability to chart systematically (SOAP)
- Knowledge of diagnostic assessment
- Ability and understanding when something is beyond CHN's scope of practice and when to refer
- Experience working with various stakeholders, both internal and external at grass roots and governmental levels, especially First Nation and Inuit Health Branch programs
- Ability to act efficiently and effectively in crisis situations
- Ability to provide evidence-based information
- Ability to perform assessments in various settings from clinic to homes
- Working knowledge of computer skills, including Microsoft Office and database
- Ability to budget and work within budgeted amounts while adhering to strict funding guidelines
- Ability to perform various funder reporting
- Strong interpersonal, organizational, time management and communication skills
- Public speaking, public relations and data analysis skills an asset
- Ability to work in a team, lead a team or work individually
- Ability to develop and deliver engaging programming
- Ability to work with clients, advocate for clients and deal with difficult and sensitive situations
- Ability to maintain strict confidentiality
- Strong attention to detail

### **Behavioural Competencies:**

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Results Oriented
- Personal Effectiveness
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

### **Working Conditions:**

- Extended periods of sitting or standing
- Moderate periods of concentration
- Ability to lift up to 50 pounds using safe lifting techniques
- Local travel with some extended travel from time to time
- Interaction with employees, management and the community
- May have to deal with upset clients from time to time
- Occasional overtime or requirement to work in the evenings during programming

### **Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation  
431 Hiawatha Line  
Hiawatha, ON  
K9J 0E6  
ATTN: Zachary Friar, HR Coordinator

By email: [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

By fax: 705-295-4424

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 (email) [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

To find out more about Hiawatha First Nation, please visit our website at [www.hiawathafirstnation.com](http://www.hiawathafirstnation.com)

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

*We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.*