



HIAWATHA FIRST NATION

EMPLOYMENT OPPORTUNITY

Position Title: Home and Community Care and Program Support Labourer

Posting Type: Internal

Location: Hiawatha, ON

Duration: Full-Time Term (Ends March 31, 2024)

Posting Closes/Deadline: May 29, 2023 at 11:59 pm

Tentative Interview Date: May 30-June 2, 2023

Salary Range: \$22.32-\$24.80/hr

About Us:

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Position Summary:

The Home & Community Care/Program Support Labourer is responsible for assisting Home and Community Care clients through the provision of home maintenance support. The incumbent will be responsible for grass cutting, weed eating, raking, gutter cleaning, snow removal, carrying wood, basic repairs and routine maintenance. This position's priority is the Home and Community Care Clients, however will assist the Health and Social Services Team as needed with daily tasks as assigned by the Social Services Administrator. Key program supports will include the Community Garden, landscaping and supporting with the setting up or taking down of activities and events. The incumbent must follow the strategic plans of the organization and adhere to the HFN vision and values.

Reporting:

This position will report to the Social Services Administrator. This position will have no direct reports.

This position will have to interact with other internal departments and citizens of Hiawatha.

Main Responsibilities:

- Maintaining Hiawatha property and homes through regular shovelling, grass cutting, weed eating, gutter cleaning, salting/sanding walkways, carrying and/or piling wood, raking, painting/staining decks, exterior power washing, etc.
- Maintaining Community Garden including planting, watering, weeding, harvesting and distribution of foods as required
- Reporting minor and major maintenance and health and safety issues to the appropriate person, supervisor and Health and Safety Committee, where applicable
- Reporting required supplies, ongoing issues and work completion to the appropriate contact
- Assisting in minor repairs as needed
- Supporting staff with setting up and/or taking down of activities and events
- Providing homecare clients with medical transportation, as approved by supervisor
- Maintaining a clean work area
- Ensuring that all HFN standards are adhered to
- Ensuring that all Health and Safety requirements are completed and adhered to
- Ensuring that all care and caution is taken in relation to various hazards during the different activities and during
- Following maintenance, replacement and repair schedules for equipment
- Ensuring that safety checks are done in regard to equipment and before using the equipment each time
- Maintaining all inventory of equipment
- Reporting any concerns on the quality and effectiveness of the equipment

- Reporting any missing equipment to the Social Services Administrator and/or other appropriate persons (Public Works Lead, Director of Operations, Police, etc.)
- Other duties as assigned

Requirements:

- Ontario Secondary School Diploma; and
- Minimum one-year related experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- G License with a clear driver's abstract
- Health and Safety Training an asset (i.e. slips, trips and falls, safety at heights, WHIMIS, etc.)
- First Aid and CPR an asset
- Must provide a satisfactory CPIC and Vulnerable Sector Check
- Experience with vulnerable population an asset
- Dress appropriately

Knowledge, Skills and Abilities:

- Experience with various cleaning equipment and techniques
- Ability to identify and wear appropriate PPE and other safety equipment
- Ability to diagnose and repair minor issues
- Excellent communication skills
- Ability to work in a team and individually
- Excellent time management skills
- Ability to maintain strict confidentiality

Behavioural Competencies:

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Results oriented
- Safety conscious
- Demonstrate sound work ethic
- Exceptional self motivation skills – Not sure if this is how we word this?
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

Working Conditions:

- Extended periods of sitting, standing and walking
- Required to lift and carry up to 75 lbs
- Required to climb using safe climbing techniques
- Local travel
- Various weather conditions (i.e. extreme heat, extreme cold, snow, etc.)
- Interaction with employees, management and the community
- May have to resolve client issues and complaints from time to time
- Occasional overtime

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

By fax: 705-295-4424

For more information please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at 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.