Hiawatha First Nation

Hiawatha First Nation Employment Opportunity

Position Title:	Temporary Full-time Personal Support Worker – Job#2026-33 (Complete on or before January 2028)
Open to:	**Internal/External Applicants**
Salary Range:	$27.66 - $30.74 / hour
Hours per Week:	35 hours
Location:	Hiawatha, ON
Posting Date:	October 30, 2026
Posting Closes/Deadline:	November 6, 2026 at 11:59pm
Tentative Interview Timeline:	November 2026
Tentative Start Date: `	January 2027

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 Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect, and love.

Position Summary:
The Personal Support Worker (PSW) is responsible for providing various services to clients of the program which include (but are not limited to); personal care, bathing, light housekeeping duties, meal preparation; etc. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

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

Main Responsibilities:

- Assisting clients with Activities of Daily Living (i.e. dressing, feeding, hygiene, etc.).
- Providing light housekeeping for clients (i.e. dishes, changing bedding, laundry, etc.) within the mandate of HFN and the funders. These duties follow a regular daily, weekly, monthly and yearly schedule.
- Observing and reporting on client condition to the Community Health Nurse and SSA.
- Completing all required documentation with accuracy and timeliness, that protect confidentiality and adhere to HFN program standards.
- Reporting minor and major maintenance, and health and safety issues to the SSA.
- Preparing meals for clients and adhering to dietary requirements.
- Providing personal care for clients based on their individual care plan (i.e. bathing, showering, etc.).
- Addressing to the Community Health Nurse and/or the SSA on what is observed in the home.

- Transporting clients to medical appointments and grocery shopping as needed.
- Reminding clients to take medications and completing vital signs as per client's individual care plan.
- Following safe infection prevention and control protocols (i.e. donning and doffing PPE);
- Using proper body techniques, mechanics, and equipment to support with safe patient transfers.
- Advocating for client needs.
- Keeping clients informed and following up with clients when necessary.
- Communicating effectively with team members, client families and caregivers.
- Providing respite care as needed.
- Ensuring that all HFN standards are adhered to.
- Ensuring that all Health and Safety requirements are completed and adhered to
- Other duties as assigned.

Requirements:

- Post-Secondary Personal Support Worker Diploma; and
- Minimum one-year related experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Health and Safety Training (i.e. slips, trips and falls, safety at heights, WHMIS, etc.)
- Safe Food Handling Certificate required
- Palliative Care for Front Line Workers Training an asset
- Mental Health First Aid Training an asset
- Must provide a clear CPIC and Vulnerable Sector Check
- Valid Driver's License and own vehicle

Knowledge, Skills and Abilities:

- Experience with various cleaning equipment and techniques
- Experience with various ways to safely move and work with clients (i.e. safe lifting, safe transferring to wheelchair, etc.)
- Knowledge and understanding of basic needs of a client and the rights of a client
- Proficiency in completing and reviewing written documentation
- Knowledge of appropriate client transfer techniques, mobility supports, and mechanical lifts
- Knowledge of up-to-date techniques on how to perform duties of PSW
- Ability to identify and wear appropriate PPE and other safety equipment
- Ability to multi-task and set priorities
- Ability to work in a team and individually
- Excellent time management skills
- Ability to work well in various situations
- Ability to be friendly and build relations while balancing out tasks
- Ability to maintain strict confidentiality

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, standing and walking
- Required to lift and carry up to 50 lbs
- Local travel with some extended travel from time to time
- Interaction with clients, employees, management and the community
- Occasional overtime
- Required to work irregular hours, mostly in the evenings and weekends
- Working with tight deadlines and without much notice

If you are interested in this opportunity and possess the job requirements, please forward your up-to-date and current resume quoting the position title and job number, with a cover letter via email jobs@hiawathafn.ca on or before the posting closing date listed above.

Internal postings are for current employees and Citizens of Hiawatha. Internal applicants who are Citizens are reminded to please identify on your cover letter that you are a Hiawatha Citizen. Please be aware that for postings that are posted as Internal/External, preference will be given first to qualified internal applicants.
Please be aware that tentative interview date(s) are subject to change and are posted for planning purposes only. In addition, Hiawatha is grateful for all who have shown interest in our First Nation and who have taken the time to apply, however, only those chosen for an interview will be contacted.

Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy

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

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.