



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: [Personal Support Worker](#)
Posting Type: Internal
Program: Home & Community Care
Location: Tyendinaga Mohawk Territory, ON
Position Type: Part Time (24 hours/week)
Duration: Permanent Position
Posting Closes/Deadline: December 4, 2022 at 11:59 p.m.
Tentative Interview Dates: TBD
Salary Range: Pay Grade Level C (\$29,989.44 to \$32,273.28)

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2,200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

The Personal Support Worker is responsible for providing a variety of non-medical support care services to individuals and families in their place of residence and in the community.

Reporting:

This position will report to the Home & Community Care Program Coordinator and Case Manager.

Summary of Main Responsibilities:

- ☞ Provides in-home care to community members
- ☞ Assists in client mobility
- ☞ Assists clients with other daily tasks
- ☞ Maintains accurate home care documentation
- ☞ Provides accurate and timely report of any client issues to nursing staff
- ☞ Is directly responsible to the Home & Community Care Program Coordinator and Case Manager

Requirements:

- ☞ Certification in an approved Personal Support Worker Program
- ☞ Willing to participate in in-services and job-related courses and workshops
- ☞ Experience working within a First Nations community care program preferred
- ☞ Knowledge of health and social services within and outside the Territory
- ☞ High level of Confidentiality
- ☞ Must provide a clear Vulnerable Sector Check

Knowledge, Skills and Abilities:

- ☞ Working knowledge of personal support worker practices, competencies, limitations
- ☞ High level of interest in Native and Community issues
- ☞ First Aid and CPR certification
- ☞ Valid class “G” license and own insured transportation
- ☞ Good organizational skills
- ☞ Good oral and written communication skills
- ☞ Excellent interpersonal skills
- ☞ Shift work involved, must be able to work all shifts including weekends
- ☞ Able to work within a team approach to client care
- ☞ Must be in good health and physically fit
- ☞ Preference will be given to applicants of Indigenous Ancestry

Behavioural Competencies:

- ☞ Demonstrated leadership and organization skills
- ☞ High degree of initiative and self-direction

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: Mohawks of the Bay of Quinte By Fax: 613-396-3627
24 Meadow Drive
Deseronto, ON K0K 1X0 By Email: careers@mbq-tmt.org
ATTN: Careers

For more information or a detailed job description, please contact Jordan Brant at (telephone) 613-396-3424 ext. 120 or (email) careers@mbq-tmt.org

To find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

- ☞ *Internal Postings are for members of MBQ or active employees only*
- ☞ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ☞ *MBQ 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*
- ☞ *MBQ is an equal opportunity employer, as well, MBQ references Canada’s Aboriginal Employment Preferences Policy*
- ☞ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*