SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0

Telephone: (705) 844-2418

EMPLOYMENT OPPORTUNITY
Personal Support Worker
Permanent Full – Time

Position Summary:
The Personal Support Worker will work within a multidisciplinary team, under the supervision of the Home & Community Care Manager, in assisting clients with personal care, routine activities of daily living, and light housekeeping services. The Personal Support Worker will provide activities that support the client's physical, cognitive, emotional, environmental, spiritual, and behavioral requirements, provide for the comfort, safety, and well-being of clients, and demonstrate sensitivity and respect for those in their care.

Duties
- Assist client with showering, hair care, skin care, mouth care, cosmetic nail care, shaving, and dressing
- Assist client with feeding
- Assist client with ambulation, transfers and exercise
- Assist client with toileting, bladder care, bowel care, and peri-care
- Administer client medication per the Medication Administration Record
- Administer Insulin per the Medication Administration Record (once training has been completed with the nurse supervisor)
- Check vital signs as required
- Notify the Geka Wigwam Nurse Supervisor/Manager of any change in client status (including, but not limited to abnormal blood sugar, blood pressure readings, changes in conditions such as behaviors, alertness, confusion, transfer to hospital)
- Use First Aid and CPR skills in the case of a sudden and unexpected medical emergency
- Continuously observe residents and their environments; report and document unsafe conditions and behavioral, physical, and/or cognitive changes to the Home and Community Care Nurse
- Accurately chart client conditions and activities
- Collaborate with the Geka Wigwam Nurse Supervisor to implement Care Plans to assist clients with personal care and routine activities of daily living
- Assist in planning and implementing in-home social or fitness activities as directed-this may be done in collaboration with the Senior's Recreational worker
- Participate in training to provide specialized types of assistance under the plan of care and in compliance with program policies
- Assist the Geka Wigwam Nurse Supervisor, as needed, during physician/NP rounds.
- Assist in training new staff
- Light housekeeping duties, meal prep, and set-up in client homes and/or the Seniors Lodge
- Assist with congregating and another dining by preparing and clearing the dining area, serving meals, socializing with clients, and contributing to a comfortable and safe dining environment
- Promote self-care, and support family members in caring for clients

- Collaborate on the planning and implementation of programs and/or community resources to promote personal wellness
- Promote comfort, safety, independence, and mobility of clients
- Manage the exchange of client information in a manner that respects confidentiality

Qualifications

- Personal Support Worker Certification from a recognized academic facility
- A minimum education level of Grade 12 or equivalent
- Certified in CPR and First Aid
- Must be self-directed and able to work as part of a multidisciplinary team
- Must be able to work flexible hours
- Developed interpersonal skills and the ability to effectively work with the general public management and employees.
- Be able to work overtime to meet deadlines and/or emergency situations
- Proficiency with Excel, computer software and office equipment
- Ability to work as a team in a fast paced environment

Other Requirements:

- Valid Ontario Class 'G' Driver's license with a clear driver's abstract and reliable transportation.
- Clear CPIC for Vulnerable Sector Check.
- CPR/First Aid, WHMIS and other relevant certifications (or willingness to obtain within the first 3 months of employment).

Cultural & Community Knowledge

- Knowledge of and respect for Anishinaabe history, culture, teachings, and values
- Knowledge of the Seven Grandfather Teachings
- Ability to understand Ojibwe is considered a strong asset

Don't meet every qualification?

If you are excited about this position and meet most, but not all, of the listed qualifications, please still consider applying. We recognize that no one person might have every qualification in this job, and you just might be the right candidate!

Qualified Serpent River First Nation members or Indigenous applicants will be given priority consideration.

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted

Interested applicants **MUST** submit a cover letter, resume, and three references from a direct supervisor/manager

Attn: Human Resources – Personal Support Worker
195 Village Road, Cutler Ontario, P0P 1B0
Fax: 705-844-2757
Email: hr.jobs@serpentriverfn.com

By: October 30, 2026 at Noon.