

MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

Title: MISD – Assisted Living Home Maker

Department: Montana Integrated Human and Health Services Department

Closes: UNTIL A SUITABLE CANDIDATE IS FOUND

Montana First Nation is seeking a highly motivated individual to work in MISD as the Assisted Living Home Maker. The MISD Assisted Living Home Maker will report directly to the MISD Integrated Services Managers, and is responsible for providing NON medical personal care and support to clients in the Assisted Living Program. Work is assigned according to an established plan of care, in collaboration with the client, family and members of the interdisciplinary team. The Assisted Living Home Maker is supervised by a regulated health professional and may perform assigned restricted activities under specific circumstances. Documentation of pertinent information and care provision is required, as is participation in relevant in service education.

Duties and Responsibilities:

1. Must perform personal care, assistance, activities of daily living and providing comfort and support services as required to clients who require short term assistance or ongoing support
2. Will play key role in providing safe, quality client and family centered care while reflecting the shared vision of the MISD Integrated Human and Health Services Department
3. Must perform minor routine light housekeeping restricted to the client's immediate living area, including laundry, ironing and mending
4. Home management (light and heavy cleaning)
5. Must assist the MISD team to provide the necessary supports to clients to promote their independence
6. Must work with clients with meal preparation and menu planning once a week, one meal a week
7. Must provide transportation (non-medical) for clients which may include banking, shopping for essentials, etc.
8. Must perform outdoor chores such as carrying water and wood (if applicable) from the client's yard to home
9. Must provide short term respite care to client's
10. Must report on activities for each individual client
11. All other duties and responsibilities as it pertains to the MISD Integrated Health Service as directed by the MISD Integrated Health Services Manager

Qualifications and Requirements:

1. Minimum Grade 10 or GED with 2 (two) years experience in cleaning and janitorial services
2. Health Care Aide, First Aid Training or BLS-HCP certification an asset
3. Knowledge of Elder care and support for the infirmed an asset
4. Knowledge and understanding of the Montana First Nation, membership, culture and traditions and ability to communicate in Cree is a definite asset
5. Experience in a comparable work environment with similar scope, independence, responsibility and authority an asset
6. Practice the utmost level of professionalism, be reliable and punctual at all times
7. Must be willing to sign an Oath of Confidentiality and must abide by all MFN Policies and Procedures for Employees.

Please send your **Cover Letter, Resume, Criminal Record Check, Child Welfare Check, Vulnerable Sector Check, and 3 Employment References** to:

HR Generalist – Montana First Nation
PO Box 70, Maskwacis AB, T0C 1N0 Phone: 780-585-3744 ext.247 Fax: 780-585-3264
Email: ryanpotts@montanafirstnation.com

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver's License and all documents of proof of Education. Thank you!