

## MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

**Title: MISD – Health Care Aide / Community Health Representative**

**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 the Montana Integrated Service Department (MISD) as the Health Care Aide / Community Health Representative and will report directly to the Integrated Health Services Manager. The Health Care Aide / Community Health Representative is responsible for work assigned according to an established plan of care, in collaboration with the client, family and members of the interdisciplinary team. The Health Care Aide / Community Health Representative is supervised by regulated health professionals 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, while maintaining strict compliance to Montana First Nation policies and procedures. Providing these services in an effective and efficient manner will ensure that the Department's Programs are in the best interest of the Montana First Nation members and their families.

### Duties and Responsibilities:

1. Must learn, understand, and implement the integrated service delivery model
2. Responsible for providing personal assistance, supporting activities of daily living and providing comfort and support services to members
3. Client care and screening, which includes conducting baby and school screening and activities (measuring height and weight), assessing clients to better understand their health concerns, social support networks and any barriers to health care
4. Must provide health promotion, health protection, and injury and disease protection
5. Program planning and support with health education programs
6. Must plan, develop, organize, and implement health education workshops
7. Must plan and introduce health activities in the school such as fire safety, personal hygiene, and school bus safety
8. Must report on activities for each individual client
9. Must know and understand all policy areas, the program requirements and ensure proper procedures and protocols are adhered to as it relates to MISD/Home Care and program delivery
10. Must accurately document all interactions with Clients in the 360 software, and/or any other software MFN is using for case management and assistance with document completion
11. Work collectively with the MISD to fulfill the Mission and Vision of the department and administration
12. Must maintain reports and spreadsheets as requested and required as it relates to the MISD department
13. Must have knowledge of computers and computer programs for services including but not limited to, Microsoft Word, Excel, email, etc.
14. Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures
15. Create and maintain good working relationships with all
16. Must sign Oath of Confidentiality
17. Any other related duties as assigned by the MISD Integrated Health Services Manager

### Qualifications and Requirements:

1. Must possess Health Care Aide certification
2. Must possess a valid Class 5 license
3. Work experience with First Nations in the related fields will be considered an asset
4. Knowledge of Elder care and support for the infirmed
5. Must have valid First Aid and CPR training

Please send your **Cover Letter, Resume, Criminal Record Check, Child Welfare Check, Vulnerable Sector Check, Driver's Abstract**, 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](mailto: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!