



## Eel River Bar First Nation

11 Main St. Unit 201, Eel River Bar First Nation, NB, E8C 1A1

Phone: (506) 684-6277

### **JOB POSTING**

**Ugpi'ganjig Health Centre**

**Personal Support Worker (PSW)**

**Interim October 2025- September 2026**

**Reports to: Home and Community Care Nurse Manager**

**Hours of Work: 35 hours**

### **Job Summary:**

Ugpi'ganjig Health Centre is currently seeking an individual to fill the position of Personal Support Worker. The PSW assists clients with normal activities of daily living that the client is unable to perform unassisted. Under the direction of the Home and Community Care Nurse Manager, the PSW will perform duties as outlined in the service plan for the client(s). The duties vary according to the individual clients and families receiving service. The PSW must work within a goal-directed, outcome-based service plan and Client Driven Care philosophy.

**Job Description:** *Adhering to the ERBFN Conditions of Employment Policies and maintaining **Confidentiality** at all times, the **Personal Support Worker** responsibilities will include but not limited to:*

### **Typical Duties and Responsibilities:**

- Light Housekeeping: laundry, floors, dishes, bed making etc.
- Personal care: Assist Clients with ADL, feedings, lifts & transfers, skin care, oral hygiene, bathing, toileting, and dressing clients.
- Meal preparation.
- Assist client with shopping needs.
- Transport or accompany clients to appointments, ensuring timely arrival and providing necessary support during visits.
- Ensure medication is taken properly.
- Assist clients with mobility, including transfers, walking, use of assistive devices (walkers, canes, wheelchairs), and safe positioning techniques.
- Record in daily logbook.
- Report and document unsafe conditions and any behavioral, physical, or cognitive changes to supervisor.
- Assist with other duties in accordance with individualized Care Task Plan.
- Rotate assignments among clients as scheduled to provide equitable care and maintain variety in care delivery.
- Treat all clients with dignity, respect, and compassion, honoring their privacy, preferences, and cultural practices.

## ESSENTIAL QUALIFICATIONS:

- Current PSW certificate
  - Possess a level 1 First Aid and CPR
  - Food Safety Course
  - Punctual, and good time management
  - Be a team player and work unsupervised
  - Flexible work schedule and able to adapt to changes/work environment
  - Willingness and ability to be adaptable, build relationships, focus on clients' needs and communicate effectively with Coordinator and Community
  - Compassionate
  - Excellent problem-solving skills, decision making skills, have ability to assess situations, and be able to set priorities
  - Excellent interpersonal and communication skills
- Applicants being considered for an interview MUST provide **a current Criminal Record Check and Vulnerable Sector Check** prior to interview.
  - Preference may be given to Eel River Bar First Nation Members
  - Knowledge and understanding of the culture, history and traditions is an asset
  - Physical ability to meet the demands of the role (standing, walking, lifting, assisting clients)
  - Valid driver's license and reliable transportation (required for community-based/home care positions)

**Deadline to apply: October 3, 2025 by 4:00PM**

Please submit a **Cover letter with Resume and References, Criminal Record, and a Vulnerable Sector check to:**

Jena Mulcahy by email or to the Human Resources Drop-off box outside Band Office.

Tel: (506) 684-6277

E-mail: [employment@eelriverbar.ca](mailto:employment@eelriverbar.ca)

*ERBFN reserves the right to amend and/or withdraw the above posting for 2025 Personal Support Worker.*