



**EMPLOYMENT OPPORTUNITY**  
**HEALTH SERVICES: CASUAL/ON-CALL/SUPPLY/TERM**

Department: Health Services  
Classification: As stated on the Job Description  
The ON-CALL positions for Health Services report directly to the Department Manager.

**M'Chigeeng First Nation Health Services is looking for ON-CALL/ Supply Workers – PSW's, Receptionists, Janitors, Medical Drivers, Cooks**

***We are seeking a pool of qualified individuals who can be called to fill-in temporary vacant positions. Individuals will benefit from on-the-job experience, transferable knowledge skills and abilities and future job opportunities.***

**Position Summary: PSW (Personal Support Worker)**

- The Personal Support Worker will provide support services and personal care (depending on scheduled shifts) to the clients in their daily living activities within the Home Care Program and in the community of M'Chigeeng.

**Position Summary: Clerical Support/Reception**

- Wellness Centre - Provide clerical, administrative and financial support for the M'Chigeeng Home Care Program.
- Health Centre - To incumbent will provide front desk reception duties and clerical/administrative support to the Health Services Department. Provide clerical, administrative support for the Nursing Team and Medical Transportation Program.
- Mental Health - The Program Support Worker will assist in the Mental Health section of Health Services with various programs through the provision of clerical and programming support.
- Family Resources - This position is assigned to serve a broad range of administrative and financial support services. According to M'Chigeeng First Nation policies and procedures, the incumbent is expected to be effective and efficient in the organization of workflow.

**Position Summary: Custodial/Janitorial.**

- Wellness Centre - The Custodial Worker is responsible for providing cleaning and maintenance of the interior and exterior, including the storage and tool shed of the M'Chigeeng Wellness Centre.
- Health Centre - The Custodial Worker is responsible for the custodial duties of the M'Chigeeng Health Centre. The Custodial Worker plans and carries out the cleaning, maintenance and upkeep of the M'Chigeeng Health Centre.

**Position Summary: Medical Transportation Driver**

- Provide access and transportation services, along with administrative duties to members of the M'Chigeeng First Nation

**Position Summary: Cooks**

The Cook is responsible to plan and prepare nutritious, well-balanced meals for residents within the Home Care Program and clients of the Meals on Wheels program. To maintain a safe and clean kitchen and area for the M'Chigeeng Wellness Centre.

***It is mandatory for the applicants to submit a current thirty (30) day CRC/VSS, in a separate envelope, clearly marked Confidential – CRC/VSS with position Name.***

**CRC/VSS Rationale:** M'Chigeeng First Nation and its agents are in a position of trust in services to band member children and/or vulnerable adults, so a safe and secure working environment is mandatory. Applicants must provide a clear VSS Certificate and the CRC must have a record clear and/or dated of any convictions relating to alcohol, drugs, assault, violence, and theft. The CRC and VSS must be current (30 days) and must be an Original.

**Interested applicants must submit Cover Letter, Resume, Education certifications addressed to:**

**HEALTH SERVICES: CASUAL/ON-CALL/SUPPLY/TERM**

c/o Marlene Debassige, Office Administrator  
M'Chigeeng FN, P.O. Box 333  
M'CHIGEENG, ON P0P 1G0 (Fax 705-377-4980)

For Job description, please contact me at 705-377-5362 ext. 203 or email [marlened@mchigeeng.ca](mailto:marlened@mchigeeng.ca)