

# JOB OPPORTUNITY



*Sagkeeng Anicinabe*

**Sagkeeng Health Centre – Jordan's Principle**

## **Support Worker** *Full-time / Permanent*

### **SUPPORT WORKER DESCRIPTION**

The Support Worker provides transportation and ancillary support to the clients and staff of the Jordan's Principle program.

### **DUTIES:**

1. Provide safe transportation to clients
2. Establish and maintain supportive relationships with clients
3. Maintain health and safety of children at all times
4. Provide assistance and support to other staff in the program as needed including assisting in the preparation of food
5. Prepare reports as required
6. Other duties as assigned

### **QUALIFICATIONS:**

- Class 4 drivers' license;
- Clear driving record;
- Minimum one (1) year related work experience;
- Completion of Grade 12 or higher;
- Post-secondary education in human services (certificate, diploma, or degree) considered an asset;
- Previous experience and/or training in working with children (or adults) with special needs a major asset;
- A combination of education and experience may be considered.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles and methods for safely transporting people by passenger vehicle
- Strong verbal communication and active listening skills
- Knowledge of alternative (non-verbal) communication methods is an asset
- Ability to lift up to 50 lbs
- Knowledge and ability in safe lifting techniques is an asset
- Non Violent Crisis Intervention (NVCi) certification as asset
- First Aid/CPR an asset
- Basic proficiency in computers including email, Microsoft Office, and electronic documentation;
- Preference will be given to applicants of Aboriginal / First Nations ancestry.



**APPLICATION DEADLINE:**

**June 18<sup>th</sup>, 2018**

**Interested applicants must submit:**

- a cover letter / resume,
- Vulnerable Sectors Check
- Child Abuse Registry (or proof of application)
- Photocopy of driver's license
- Current Driver's Abstract

Attention to:

Human Resource Manager  
Sagkeeng Government  
Box 3, Fort Alexander, MB  
R0E 0P0

Resumes can be mailed to the above address, emailed to

[jobs@sagkeeng.ca](mailto:jobs@sagkeeng.ca)

or dropped off at the Sagkeeng Government Band Office.

**LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED