

**Blood Tribe Administration  
JOB DESCRIPTION**

**POSITION TITLE:** Data Entry/File Clerk  
**DEPARTMENT:** Blood Tribe Family & Community Support Services  
**EFFECTIVE DATE:**

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**GENERAL DESCRIPTION:**

Under the direct supervision of the Blood Tribe Family & Community Support Services the Data Entry/File Clerk is responsible for Client and Personnel filing. The incumbent will also be responsible for the Data Base System, which includes design, implementation and up keep of all in house absent's program files.

**ORGANIZATIONAL RELATIONSHIPS:**

Reports directly to the Blood Tribe Family & Community Support Services

**AREA OF RELATIONSHIPS:**

Position which generally reports to the Data Entry/Files Clerk: None

**MAJOR DUTIES AND RESPONSIBILITIES:**

Performs all duties and responsibilities in accordance with the Blood Tribe Administration Policies and Procedures.

Is responsible for a centralized client information.

Provide Administration with information for program Evaluation and Organization.

Provide accessibility to Client files in all Offices of the Blood Tribe Family & Community Support Services.

To provide a detailed employee activity report once a month.

To provide consumer details; Add, Edit and Review.

Is responsible for Personnel files; Add and Up-date Employee Information.

Gather and Up-date information.

Track all Services provided to individual clients.

Must be able to do records-program, Summary and details.

Responsible for the design, implementation and up keep of a centralized filing system for all departments and client files.

Is familiar with all FCSS programs, intake processes and file requirements.

Assists FCSS personnel with set up and up keep of personnel files.

Performs general clerical duties as directed

#### NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:

Must be able to maintain confidentiality over personnel issues and information.

Must possess a high level of organizational and record keeping skills.

Must be polite, friendly and demonstrate a positive attitude.

The ability to speak and understand the Blackfoot Language would be an asset.

Must possess good written skills and be able to type a minimum of forty words per minute.

Must possess a working knowledge of computer word processing programs.

Must have class 5 drivers license and own transportation.

Must possess highly developed written and oral communication skills.

Must be able to perform CPR (Cardiopulmonary Resuscitation) and Standard First Aid.

*Data Entry/File Clerk*

*2.*

**QUALIFICATIONS:**

Must possess a two year Administrative Assistant Diploma with a minimum of one year work experience.

Or a one year Office Assistant Certificate with demonstration ability to perform duties and a minimum of three years work experience.

Or a Highschool Diploma with five years work experience.

**BLOOD TRIBE FAMILY & COMMUNITY SUPPORT SERVICES  
COMMUNITY GARDENS PROJECTS**

**JOB DESCRIPTION**

**POSITION TITLE:** Foreman (1) - F.C.S.S. - Community Gardens Projects

**EFFECTIVE DATE:**

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**GENERAL DESCRIPTION:**

The Foreman for the Community Gardens Projects shall oversee, monitor and maintain the daily operations of the Community gardens. The Foreman shall oversee two (2) or more Community Garden Workers during the program including attendance, transportation to job site and other related activities.

**ORGANIZATION RELATIONSHIPS:**

- Report directly to FCSS Special Projects Coordinator
- Must maintain a daily journal on Projects activities
- Must maintain a positive working relationships with all B.T.A. Departments & Entities

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Must adhere to Blood Tribe Administration Policies and Procedures Manual
- Must adhere to Blood Tribe Family & Community Support Services In house policies
- Coordinate and oversee the daily operations of the FCSS Community Gardens Projects
- Prepare monthly reports to the FCSS Director and Special Projects Coordinator
- Informs Special Projects Coordinator of any changes and problems that might occur during the program
- Responsible for the proper maintenance on Community Gardens equipment (new) and knowledgeable in operating the equipment, example, Roto tiller, tractor, post pounder, etc.
- Must be responsible in transporting Community Garden Workers from FCSS office to job site, example, Moses Lake Community Gardens, Levern and other Community Gardens

**NECESSARY TRAINING, QUALIFICATIONS AND EXPERIENCE:**

- Must own a truck to haul supplies, equipment and workers
- Must have driver's license and properly Insured
- Must have good oral and written skills
- Speak and understand the Blackfoot Language
- Must have a least a Grade 12 education.

**Blood Tribe Family & Community Support Services**

**COMMUNITY GARDENS PROJECT**

**Job Description**

**POSITION TITLE:** Community Gardens Worker (2)

**EFFECTIVE DATE:**

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**GENERAL DESCRIPTION:**

The Community Development Assistant will be involved in community oriented programs and will be involved in the planning designing and implement these programs such as the Community Gardens Project.

**ORGANIZATIONAL RELATIONSHIPS:**

- ▶ Reports directly to the FCSS Project Manager
- ▶ Must maintain positive working relationships with FCSS Personnel and Blood Tribe Administration Departments.
- ▶ Must also network with other agencies both on and off the Reserve

**MAJOR DUTIES AND RESPONSIBILITIES:**

- ▶ Must adhere to Blood Tribe Administration Policies and Procedures Manual.
- ▶ Must adhere to Blood Tribe Family & Community Support Services, In-House Policies.
- ▶ Must be a Blood Band Member over the age of 18 (eighteen) and above.
- ▶ Must keep a daily journal on all work related activities.
- ▶ Must be in good physical condition and good health.
- ▶ Must be willing to work under adverse weather conditions e.g.: Summer heat, etc.
- ▶ Must be willing to work outdoors and do manual labor e.g.: gardening, fencing, etc.
- ▶ Must be willing to attend Personnel Growth Workshops if requested to do so by the Supervisor.

- ▶ **Be responsible for getting to work and getting home each day, a Vehicle will be a asset.**
- ▶ **Must be willing to work under flexible hours.**

**Blood Tribe Administration  
JOB DESCRIPTION**

**POSITION TITLE:** Handicap Home Support Aid  
**DEPARTMENT:** Blood Tribe Handicap/Disabled Services

**EFFECTIVE DATE:**

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**General Description:**

The Home Support Aide will be responsible for the regular housekeeping duties as required for Handicapped clients. The Home Support Aide will assist other Home Support Aides when requested.

**Organizational Relationships:**

- ▶ Reports directly to the Handicapped Disabled Supervisor.

**Area of Supervision:**

- ▶ None

**Major Duties and Responsibilities:**

- ▶ Performs all duties and responsibilities in accordance with the Blood Tribe Administration Policies and Procedures.
- ▶ Meets with clients and families to introduce self and to discuss services.
- ▶ Performs regular housekeeping chores such as: cleaning the kitchen daily or as required; cleaning clients' bedroom's; insuring the clients' bedding is clean and changed as required; washing clients clothes and bedding, when required; ironing and mending clients' clothes as required; dusting, vacuuming, sweeping, washing and polishing as required, to ensure cleanliness of the house.
- ▶ Assists in the socialization and education of clients by: helping to teach clients to look after themselves to the clients' capabilities; teaching clients to perform household tasks; teaching clients proper care of personal clothing and possessions; encouraging interaction between the clients and their families.
- ▶ Other related duties such as: attending staff meetings as required; attend appropriate in service training as provided; reading and adhering to all memos; adapting to changing assignments as required; remembering the dignity of clients for whom he or she is responsible for; respecting the confidentiality of client and co-workers both on and off the job.

**Necessary Knowledge, Abilities and Skills:**

- ▶ Must possess an understanding of the domestic duties carried out.
- ▶ Must possess a high level of organizational skills.
- ▶ Must have good interpersonal and listening skills.
- ▶ Must be able to maintain confidentiality over personal issues and information.
- ▶ Must have good written and verbal communication skills.
- ▶ Must be able to deal with staff and public in a professional manner.
- ▶ Must be able to communicate effectively in Blackfoot.

**Necessary Training and Experience:**

- ▶ Must possess a Grade Ten education with a minimum of two years related working experience in the Home Care field preferred.
- ▶ Should have taken the In-Service Training Program for Home Support Aides through the Alberta Vocational College.
- ▶ Must possess a valid standard level first aid certificate and CPR Certificate.
- ▶ Must be in good health.
- ▶ Must have access to a vehicle.
- ▶ Must possess a valid class 5 driver's license.

**JOB DESCRIPTION*****Home Support Workers******General Description:***

- \* The Home Support Worker provides domestic services and companionship to the elderly, disabled and chronically ill of the Blood reserve in order to allow them to maintain independence in the home. The incumbent also works with the Blood Tribe Senior Citizens to improve the quality of life of the Blood Tribe Senior Citizens through encouraging their participation in various activities and special events.

***Organizational Relationships:***

- \* Reports directly to the Home Support Worker Foreman and the Program Manager. If the Home Support Worker Foreman and/or the Program Manager are unavailable, then the Home Support Worker will report to the

***Major Duties and Responsibilities:***

- \* Yard cleaning, cutting (mowing) grass, weeding the area to be done is not to exceed ten (10) yards from the house all around.
- \* Fence painting - the home owner to supply ALL materials and equipment.
- \* Old, used appliances and furniture - the Home Support Worker will place these where the Sanitary Engineers can pick them up (the Home Support Workers will not haul them away).
- \* Basements - the Home Support Workers will keep the exits and the area around the furnace clear.
- \* Basements - the Home Support Workers will clean the consumers' basement once a year, or as determined by the Home Support Workers' Supervisor.
- \* Washing windows on the outside of the consumers' house.
- \* Vacuuming furnace vents - the Home Support Worker can vacuum vents provided the Homeowner has a vacuum cleaner.
- \* The Home Support Worker may pick up lumber and supplies for a consumer, ONLY IF the consumer has no one else to call upon (the Home Support Worker will use his discretion, or unless otherwise directed by the Home Support Worker

and makes recommendation to the

- \* Attends staff meetings and workshops as required.

- \* Assess the availability of implementing the User's Fee with regards to consumer needs and resources, and also to determine the practicality of the User's Fee and the availability of equipment and Home Support Worker's labour.

***Necessary Knowledge, Abilities and Skills:***

- \* Must be highly motivated and able to work independently.

- \* Must have good interpersonal and listening skills.

- \* Must be able to maintain confidentiality over personal issues and information.

- \* Must be healthy and in good physical condition; able to work long hours of standing, walking and moving furniture.

- \* Must be able to communicate effectively in Blackfoot; an ability to communicate in Sign language is an asset.

- \* Must have general knowledge of auto mechanics and be able to perform basic maintenance such as changing a tire, oil & filter changing and other minor repairs.

***Necessary Training and Experience:***

- \* Must possess a Grade Ten(10) education with demonstrated abilities to perform housekeeping and house maintenance duties.

- \* Must possess a valid class 5 driver's license.

- \* Must possess a valid standard level first aid certificate and CPR certificate.

***Requirements:***

- \* The Home Support Worker Foreman must complete a weekly consumer work schedule and follow up on the schedule the following week. The Home Support Worker Foreman must be aware of the duties and responsibilities of his staff and must respect the Adult In-Home Care policies regarding work with/without supervision.

***SALARY:***

As per agreement.

**Blood Tribe Family & Community Support Services  
Employment Support Program**

**Position Title:** Employment Support Program Supervisor

**Wages:**

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**General Description:**

The Employment Support Program Supervisor will implement the Employment Support Program (ESP) in accordance with the ESP's Policies and Procedures. The Program Supervisor will supervise the Job Coach and Culture and Recreation Worker in order to assist participants in gaining practical skill that are necessary for providing quality competitive support employment services to people in a community based employment program. The Program Supervisor will advocate and solicit local agencies, businesses and government to support the hiring and placement of persons with developmental disabilities within their organization, as to allow for skills development required to obtain part time or full time employment.

**Organizational Relationship:**

The Program Supervisor will report directly to the Adult In Home Care Program Manager.

**Duties and Responsibilities:**

- ❖ Adheres to the Policies and Procedures set out by The Blood Tribe Administration, Adult In Home Care, and the Employment Support Program.
- ❖ Will be Responsible for performing the In Take and Assessment of Program participants.
- ❖ Will be responsible for marketing the Employment Support Program to local business and organizations in order to solicit participants to the program.
- ❖ Will be responsible for developing operating agreements with participating businesses, and organization within the community.
- ❖ Will ensure the participants individual work plans are developed, implemented and monitored.
- ❖ Overall will ensure that the Participants of the Employment Support Program secure continued support and inclusion in the road to inclusion and supported employment.

**Requirement:**

- ❖ Must possess a grade 12 diploma
- ❖ Must possess excellent interpersonal, communication, and organizational skills.
- ❖ Must have excellent oral, writing, and presentation skills.
- ❖ Must be highly motivated.

**Blood Tribe Family & Community Support Services  
Employment Support Program**

**Position Title:        Job Coach**

**Wages:**

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**General Description:**

The conjunction with the Employment Support Supervisor the Job Coach will assist in the implementation of the Employment Support Program in accordance with the Employment Support Program Policies and Procedures. The Job Coach will assist in the assessment of potential participants in order to identify his/ her capacities, interests, and goals, as well as to determine appropriate job placement in accordance with skill level. The Job Coach will also be responsible for developing work plans and perform on - going performance evaluations for each participating consumer.

**Organizational Relationship:**

Reports directly to the Employment Support Supervisor and supervises all participating consumers in the Employment Support Program.

**Duties and Responsibilities:**

- ❖ Performs all duties and responsibilities in accordance with the Blood Tribe Policies and Procedures.
- ❖ Perform all duties and responsibilities in accordance with the Employment Support Program Policies and Procedures.
- ❖ Ensure that a work plan for each consumer is developed, define and monitored.
- ❖ Must submit a monthly progress report on each consumer
- ❖ Acts as a liaison between the consumers and the Employment Support Supervisor
- ❖ Performs production training on an on - going basis to ensure the development and/ or maintenance of consumer's work skills.
- ❖ Must have experience in volunteer recruitment and training.
- ❖ Attends case conference relating to his/her key consumers as requested.
- ❖ Assists with modification of office equipment within the department to meet workshop or training needs.
- ❖ Prepare and up - dates task analysis on job/contracts.
- ❖ Perform any other job related duties as designated by the supervisor.
- ❖ Performs as a model worker for consumer at all times.

**Requirements:**

- ❖ Must possess a grade 12 diploma
- ❖ Must have knowledge I Reacrcational Rehabilitation/Therapeutic Recreation or similar work experience in field an asset: