



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Cook, Home Support Program	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
48-13203	Fort Resolution	Continuing Care Services/YK

## PURPOSE OF THE POSITION

To provide a nutritious daily meal program within established guidelines within the elder's lunch program.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tł'chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services include the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tł'chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The Northwest Territories Health and Social Services Authority (NTHSSA)—Yellowknife Region administers all public health, home care and Primary Care services and social services



delivered in Yellowknife Region. The NTHSSA provides and supports the delivery of community-based health care services to adults and children in order to enhance the health and well-being of communities through excellence, accountability and respect for regional diversity.

This position is located in Fort Resolution. Reporting to the Fort Resolution Nurse in Charge and working in collaboration with the Community Health Representative, the Cook - Home Support Program provides the daily delivery of the Home Support Lunch Program.

The Cook - Home Support Program works part time from 9am-2pm Monday to Friday, out of the Our Great Elders Facility.

### **RESPONSIBILITIES**

- 1. Planning and delivery of a nutritious menus to clients in the Home Support Program.**
  - Planning nutritious weekly menus that include country foods.
  - Ordering and maintaining adequate food supplies and storage.
  - Daily preparation, cooking and clean up associated with the daily program delivery.
  - Delivery of meals to clients unable to physically come to the Our Great Elders Facility.
  - Completing daily reporting forms (CHMIS).
  - Assists with other related duties as required.

### **WORKING CONDITIONS**

#### **Physical Demands**

Medium to heavy lifting, cutting with knives, cooking on a hot stove  
(Daily - Varies with activity - Medium)

#### **Environmental Conditions**

The kitchen is located in the Elders Centre which houses four apartments  
(Daily - 6 hours - Low)

The Elder's Facility is an unlocked public facility  
(Daily - 6 hours - Consistent)

#### **Sensory Demands**

Normal kitchen noise  
(Daily - 6 hours - Low)



### **Mental Demands**

Planning, ordering and preparing meals -keeping track of supplies, negotiating access to country foods  
(Daily - Varies with activity – Medium)

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

- Ability to gain the skills and knowledge required for adherence to industry standards for food safety, storage and preparation.
- Previous experience assisting with cooking for large groups.
- Previous experience in assisting with the preparation of country foods (fish, caribou, etc.).
- Willing to learn organizational skills.
- Ability to work as part of a team and under close supervision.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

Previous experience of a minimum of 6 months in the food industry or cooking for large community groups would be an asset.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

#### **Yellowknife Regional Requirements**

- Food Safety Certification
- Must be able to complete a satisfactory criminal record check.
- A valid class 5 driver's license would be an asset.

#### **Position Security (check one)**

No criminal records check required  
 Position of Trust – criminal records check required  
 Highly sensitive position – requires verification of identity and a criminal records check

#### **French language (check one if applicable)**

French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION



Basic (B)  Intermediate (I)  Advanced (A)

**READING COMPREHENSION:**

Basic (B)  Intermediate (I)  Advanced (A)

**WRITING SKILLS:**

Basic (B)  Intermediate (I)  Advanced (A)

French preferred

**Indigenous language:** Select language

Required

Preferred