

# EMPLOYMENT OPPORTUNITY

<b>Position Title</b>	<b>Homemaker</b>
<b>Reports to</b>	Director of Health & Social
<b>Classification</b>	Permanent, Part-time (25 hours/week)
<b>Location</b>	3 Boat Ramp Road Brentwood Bay, BC
<b>Application Package</b>	Resume Cover Letter including salary expectations
<b>Process</b>	Email application package to Lori Fitzgerald, CPHR at <a href="mailto:hrgbc1704@gmail.com">hrgbc1704@gmail.com</a>
<b>Deadline</b>	Posting open until the position is filled



## Job Summary

The Health & Social Department, in collaboration with the Tsartlip First Nation and broader community, is responsible for increasing the capacity and sustainability of the department and enhance engagement and ownership of the health of the W̱SÁNEĆ people. The department develops and implements health programs that incorporate the traditions, values and strengths of the W̱SÁNEĆ people.

The **Homemaker** provides homemaking services to clients. This position enables clients needing help to remain living at home in supported independence for as long as possible.

**The Homemaker position is only open to Tsartlip First Nation members and their families.**

## Roles and Responsibilities

- Meets client's needs within a written care plan developed by the Home and Community Care RN;
- Provides light housekeeping duties to maintain a safe and sanitary environment such as cleaning bathrooms, vacuuming, dusting and washing floors;
- Prepares meals and food when required; and cleans and sanitizes kitchen area after each meal;
- Informs the Manager of any client emergencies or concerns; and identifies and refers situation to the Nurse that require further attention;
- Provides transportation to medical appointments or to shopping as directed by the Manager;
- Provides in-home companionship;
- Monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these;
- Attends departmental meetings and events as required;
- Participates in relevant training and workshops identified by the Team Lead to enhance program services;
- Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility;
- Develops effective working relationships with clients, families and co-workers by assisting in the resolution of issues and complaints and refers them to the Manager when required;
- Presents a professional, positive and helpful attitude at all times;
- Maintains strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues;
- Promotes a safe work place; ensures that all established safety procedures are followed.

## Qualifications

- Grade 12 graduation (Dogwood or BC Adult Graduation Diploma);
- Experience working with elders or disabled persons an asset;
- Experience preparing light meals;
- Possess or willing to undergo training for a valid FoodSafe Level 1 certificate;
- Possess or willing to undergo training for a valid WHMIS certificate;
- Possess or willing to undergo training for a valid standard first aid and CPR certificate;
- Class 5 driver's licence, adequate insurance, a reliable vehicle plus a clean driver's abstract is required;
- Clean criminal record check with Vulnerable Sector required.

*This opportunity is only open to Tsartlip First Nation members and their families.*