

HOMEMAKER - CASUAL

Type of Position: Casual

Closing date: June 24, 2022

About the Position

Reporting to the Health Manager the homemaker is responsible for providing services to elders and others who may need help in their homes. This includes light house cleaning duties and other housekeeping functions essential to clients' comfort and basic home needs.

This position is part of a pool of positions to cover absences and provide additional coverage as needed. It is a casual position that will involve a few days of paid training, followed by occasional work hours, none of which are guaranteed.

Duties and Responsibilities

Homemaking

- Maintain clients' rights to privacy and confidentiality.
- Ensure all clients are treated fairly with kindness, dignity, and respect.
- Ensure the client's homes are maintained in a clean, safe, and comfortable manner.
- Perform light house cleaning duties including:
 - Wash and dry dishes and wipe microwaves clean.
 - Sweep and wash floors, and steam clean carpets (when needed and machine available).
 - Clean bathrooms including the collection of garbage.
 - Vacuum living rooms, bedrooms, and couches.
 - Change bedding.
 - Wash, fold, and put laundry away.
 - Clean refrigerators (when needed).
 - Clean oven every 6 months and change foils on stoves (when needed).
 - Wash windows and screens (inside and outside).
 - Dust TV and stands.
 - Clean shelves, pictures, trophies, etc.
- Ensure cleaning materials and supplies are stored in a safe and orderly manner.
- Observe practices and perform all assigned tasks in accordance with established policies and procedures and as instructed by the supervisor.
- Assure infection control, universal precaution practices, and standard precautions practices are maintained and followed when performing homemaker duties.
- Follow established safety precautions in the performance of all duties, and report all accidents, injuries, and near misses to the supervisor.

ACCOUNTING > CONSULTING > TAX

TRUE NORTH SQUARE

242 HARGRAVE STREET, SUITE 1200, WINNIPEG MB, R3C 0T8

1.877.500.0795 T: 204.775.4531 F: 204.783.8329 MNP.ca

Administration

- Report all hazardous conditions and equipment to the supervisor.
- Thoroughly complete appropriate records, timesheets, service plans, and other documentation in a timely manner.
- Attend and participate in scheduled orientation, training, and educational classes.

Other Requirements

- Must review and follow all Gitsegukla Policies and Procedures
- **Requirements:** to successfully and periodically undergo an appropriate criminal record review and police record check.

Knowledge, Skills, and Abilities

- Knowledge of safe and standard cleaning procedures including appropriate use of chemicals, products, and equipment.
- Knowledge of Workplace Hazardous Materials Information System (WHMIS).
- Must be physically fit to perform job duties.
- Ability to cope with the mental and emotional stress of the position.
- Ability to work a flexible work schedule and to work beyond regularly scheduled work hours if necessary.
- Possess cultural awareness and sensitivity. Respectful, honest, and trustworthy.
- A self-starter with a limited need for supervision. Highly responsible with a proven track record of being reliable and dependable.
- Excellent organizational skills with demonstrated abilities to multitask and foresee potential problems, and help identify solutions (problem-solving skills).

Experience and Education Requirements

- A High School diploma or equivalent.
- Prefer 2-3 years of related cleaning or homemaking experience.
- A Home Support or Resident Care Attendant (HSRCA) certificate or the equivalent from a recognized college is considered an asset.
- Excellent housekeeping and homemaking skills (demonstrated).
- Ability to document work completed and provide accurate timesheets.
- Caring, considerate, and respectful of client needs.
- Good communication and listening skills.
- Current Driver's license and own transportation is considered an asset.

All interested applicants are encouraged to submit a cover letter and resume outlining the position for which you are applying and how you meet these qualifications to the c/o MNP at gitseguklacao@mnp.ca.

Applications are assessed as they are received therefore early application is recommended.

Closing Date: June 24, 2022

Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.