



EMPLOYMENT OPPORTUNITY

Job Title: Homemaker

Location: Penelakut Tribes, Penelakut Island

Job type: Full-time, permanent - Monday – Thursday 7:45am - 4:15pm

Salary: Depending on Experience

Process: Email cover letter and resume to john.joe@penelakut.ca

Deadline for Applications: the posting is open until the position is filled

POSITION SUMMARY

Penelakut Tribe is recruiting a **Homemaker** to provide 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** reports to the Community Health/Home Care Nurse (Nurse).

DUTIES AND RESPONSIBILITIES

- Meets client's needs within a written care plan developed by the Nurse;
- 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 Nurse 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 Nurse;
- Provides in-home companionship.

EDUCATIONS AND EXPERIENCE

- 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 license, adequate insurance, a reliable vehicle plus a clean driver's abstract is required;
- Clean criminal record check with Vulnerable Sector required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to establish and maintain respectful, cooperative and productive working relationships with a variety of individuals to complete work assignments;
- Ability to provide, obtain or follow clear, concise and accurate information orally and in writing (including spelling, grammar, context and structure);
- Ability to work independently with limited direction;
- Ability to maintain strict confidentiality and to exercise sound judgment and discretion when dealing with sensitive issues;
- Ability to deal effectively and efficiently with occasionally aggressive or demanding individuals to provide or obtain information to clarify or resolve issues;
- Ability to following safe work procedures;
- Strong work ethic including the ability to take initiative; to attend work on a regular and consistent basis, and to demonstrate a collaborative approach to problem solving.

Thank you for your interest in this position, only those short listed will be contacted further.