

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: June 10th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Part-Time Permanent** position.

HOMEMAKER – SENIOR SERVICES

The purposes of this position are:

- To provide personal care to seniors within the administrative policies and procedures established by Chief and Council and, directed by the Senior Services Coordinator
- To assist in the provision of personal care to Senior Citizens

Duties:

The duties and responsibilities of this position are categorized into four main functions:

1. Personal Care
 - Assist clients with the preparation of meals and snacks
 - Assist clients to provide a safe, clean environment in the home including associated kitchen maintenance and cleaning of rooms, facilities and common areas
 - Assist clients with washing, ironing and associated domestic services
 - Assist in the provision of educational, social and recreational programs for seniors
 - Provide companionship, friendship and emotional support
2. Administration
 - Completes appropriate records regarding activity while in the client home
 - Attends regular staff in-service and development meetings as directed
 - Maintain strict confidentiality of information gained during the course of duties
 - Clocking in and out of client homes
3. Record Maintenance of Care Plan
 - Follow written care plan
 - Charting Activities of Daily Living (ADL)
 - Assist in the monitoring of client well being
4. Other
 - Performs such other related duties as may reasonably be required by the Senior Services Coordinator

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Education & Experience:

- Ontario Secondary School Diploma or equivalent
- Previous cleaning/homemaking experience preferred
- Current First Aid/CPR Certificate
- Food Handler's Certificate

RATED REQUIREMENTS:

Knowledge/Skills:

- Knowledge of elder care and senior citizen health issues
- Knowledge of Curve Lake First Nation's Home and Community Care and Homemakers program
- Knowledge and understanding of First Nation community dynamics
- Demonstrated housekeeping and homemaking skills
- Good organizational skills
- Good communication and listening skills
- Ability to lift, bend, stretch to provide homemaking services for clients
- Ability to apply reason and logic to identify strengths and weaknesses of possible solutions
- Ability to observe and recognize changes in clients
- Ability to document work completed
- Ability to work independently without direct supervision
- Ability to work flexible hours including evenings and weekends
- High-level sensitivity to First Nations issues
- Appreciation of, and commitment to, the provision of client care
- Exhibits initiative and self-direction
- High respect for confidentiality
- Must have an acceptable Criminal Reference Check/Vulnerable Sector

Personal Suitability:

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is a Permanent Part-Time position beginning immediately. The hourly range for this position is \$17.55 to \$19.11 for a guaranteed 20 hour work week, with the possibility of 39.5 hours a week.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Assistant
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday, June 24th 2022 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.