



Home Maker

Location: Paqtnkek Mi'kmaq Nation

Deadline to apply: Open until filled

Start Date: ASAP

JOB PURPOSE/SCOPE:

The role of the Home Maker is to provide a service which targets helping and assisting clients in home by overseeing all household activities needed day-to-day and companionship.

POSITION SUMMARY:

As part of our care team a Homemaker supports the client by maintaining their ability to continue living home safely with the proper support. A Homemaker performs various housekeeping tasks, meal preparation and companionship activities for clients in their home.

KEY RESPONSIBILITIES:

- Assist with activities of daily living including but not limited to:
 - Light Housekeeping- including but not limited to sweeping, mopping, dusting, dishwashing, cleaning the kitchen and bathroom, and changing beds
 - Preparing Meals and snacks according to clients care plan
 - Laundry- washing, drying, folding, ironing
- Monitor client supplies
- Observe and report changes in the client's physical condition, behavior, or appearance
- Follow written care plan that is implemented and maintain records of daily activities
- Escort clients' appointments or events in community

- Provides companionship for the client. This includes accompanying clients on walks, trips to social/recreational events in community, assistance with hobbies, etc;
- Other duties as assigned

QUALIFICATIONS:





- Must be 18 years or older
- High school education or equivalent is preferred but not mandatory
- Has interest in working with elders and persons with disabilities
- Has a driver's license and a reliable car
- Can understand and carry out directions and instructions of a written care plan, recorded messages and keep records
- Flexible, sensitive to needs of other, reliable and able to cope with emergencies

ASSETS:

- Proficiency in the Mi'kmaq language or a willingness to learn.
- Familiarity with Indigenous culture and commitment to incorporating it into caring for clients

CONDITIONS OF EMPLOYMENT:

- A current Criminal Record Check with Vulnerable Sector Screening.
- Proof of qualifications and references upon request
- Child Abuse Registry Check.
- Proof of qualifications and references upon request.

HOW TO APPLY:

Please submit your cover letter and resume to:

Subject Line: Application for ECE Worker – Paqtnkek Pre-School

David Kearns

HR Director, Paqtnkek Mi'kmaq Nation

Email: david.kearns@paqtnkek.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Paqtnkek Mi'kmaq Nation is committed to employment equity and strongly encourages applications from Mi'kmaq and other Indigenous community members.

