

**Malahat Nation**

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Malahat

Malahat Nation Job Posting

Position: Part-time / On Call - Home Support Services

Malahat First Nation is hiring for an on-call position to help with home support services. This position has flexible hours, however will also meet with clients' schedule. Home support services can be physically demanding and requires the ability to lift, move heavy objects, standing, bending, sweeping, mopping, meal preparations and laundry.

Key Responsibilities

- To provide professional home support services to pre-approved Nation members as directed by the Manager of Community Programs;
- Maintain cleaning duties based on the evaluation provided by Malahat Nations Community Health Nurse.
- Duties may include but are not limited to; vacuuming, sweeping, mopping, dish washing, dusting, cleaning and disinfecting bathrooms & kitchen area, laundry, making beds, meal preparation and overall upkeep and tidying.
- To establish a professional working relationship with the client(s)
- Follow a cleaning schedule, based on the client evaluation.
- To perform assigned duties and responsibilities with respect for client (s) privacy and confidentiality; adapt to a variety of situations; and respect and accept different values and standards of living.
- To maintain a record of hours and duration of service for each client (s); record services provided at each visit; report incidents; provide time sheets as per Nation Policy
- Conduct all work in accordance with safety procedures and COVID-19 safety policy and procedures.

Required Skills:

- Must have the ability to perform outlined tasks with minimum supervision.
- Possess physical ability to perform all tasks and responsibilities
- Be self-motivated.
- Have good communication skills
- Must have the ability to perform outlined tasks in the required time.
- To be able to maintain a record of your hours and report and record services that were provided.

Hours:

Vary according to client availability and suggested times based on evaluation. This position is part-time / on call.

Rate: \$17.00 per hour

Required:

- Maintenance / Janitorial experience preferred but not required
- Food Safe Certificate (Malahat willing to train if needed)
- Driver's License an asset
- High School or equivalent an asset but not required
- Criminal Record Check for working with vulnerable persons is mandatory
- Successful candidate will be required to sign and adhere to Malahat Nations Policies and Procedures including signing a confidentiality agreement

Please submit your resume along with your criminal record check and other certifications to Judith St.Denis at Malahat Health Office or email: judith.stdenis@malahatnation.com

Deadline to submit April 30, 2021