



## JOB POSTING

<b>Title:</b>	<b>Homemaker</b>
<b>Office(s):</b>	<b>Social Development Department</b>
<b>Wage Scale:</b>	<b>\$17 per hour to Start</b>
<b>Benefits:</b>	As per Band Policy
<b>Reports To:</b>	<b>Director, Community and Social Development</b>

**POTENTIAL START DATE:** February 2023  
**POSITION TYPE:** FULLTIME

### **POSITION SUMMARY:**

The **Homemaker** is under the direction of the Director of Community and Social Development, the successful candidate will provide homemaker services to band members on reserve. A minimum of household tasks required to maintain a safe and supportive environment for their clients.

The Homemaker is responsible for providing various services to clients of the program which include (but are not limited to); light housekeeping, meal preparation and taking clients shopping or to medical appointments. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values. As a casual position there will be no guaranteed hours.

### **DUTIES AND RESPONSIBILITIES:**

- Providing light housekeeping for clients (i.e. dishes, changing bedding, laundry, etc.) within the mandate of the Band and the funders.
- These duties follow a regular daily, weekly, monthly and yearly schedule for different areas;
- Reporting minor and major maintenance and health and safety issues to the appropriate person, where applicable;
- Advocating for client needs;
- Keeping clients informed and following up with clients when necessary;
- Ensuring that all Band standards are adhered to;
- Ensuring that all Health and Safety requirements are completed and adhered to;
- Maintaining an inventory and replenish required supplies when needed

### **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS**

- Must be professional and confidential
- Must have proper communication tools (home line and/or working cell phone)
- Ability to understand and carry out routine oral and written instructions
- Sustain periods of light to moderately heavy physical activity, and work harmoniously with others.
- Food safe certificate would be an asset
- Other duties as required.
- Additionally, you **must be in compliance with the Band's Mandatory Vaccination Policy at the time of work scheduling.**

### **APPLICATION PROCEDURE:**

Candidates of Aboriginal descent with a preference given to Cooks Ferry Band Members are invited to submit their resume in confidence to:

**Please Submit a resume by Monday, February 6 2023**

Mandy Cormier, Director of Community and Social Development  
Cooks Ferry Indian Band  
PO Box 130, 3691 Deer Lane  
Spences Bridge, BC V0K 2L0  
**E-Mail: [socialdevelopment@cookserry.ca](mailto:socialdevelopment@cookserry.ca)**

We thank all applicants for their interest; however, only short-listed candidates will be contacted.