



Housemother 046-23-1
Home and Community Care, Health Services
Part Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **March 29, 2023**, for the Housemother with (Sub-department- Department) Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyperhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Housemother reports to and works under the direction and supervision of the Manager of the Home and Community Care Program. The Housemother works to assist in the performance of housekeeping, laundry, kitchen and sterilization duties related to Home and Community Care Program. The Housemother works within the policies and procedures established by Six Nations of the Grand River.

Type	Part Time
Closing Date	March 29, 2023
Term	Permanent
Hours of Work	Variable
Wage	\$19.00 per hour

BASIC QUALIFICATIONS:

- Minimum education level of Grade 10 and two years of work related experience. Must have an insured vehicle and Class "G" driver's license.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyperhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Melissa Stefureak, Staffing Officer at 519-445-2223 ext 5727 or via email at recruitment@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Housemother – Part Time – 046-23-1

c/o Reception Desk

Grand River Employment & Training (GREAT)

P.O. Box 69, 16 Sunrise Court

Ohsweken, Ontario NOA 1M0



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Housemother

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Manager of the Home and Community Care Program. Receives functional day-to-day supervision from the Case Manager of Supportive Housing Apartments.

PURPOSE & SCOPE OF THE POSITION:

To assist in the performance of housekeeping, laundry, kitchen and sterilization duties related to Home and Community Care Program.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Cleaning and disinfecting washrooms, small kitchen area, common room, offices and client rooms.
- Adhere to Infection Prevention and Control protocols (IPAC)
- Keeping all areas neat and tidy
- Vacuuming, mopping, cleaning, polishing, buffing, dusting common areas and furniture as necessary
- Responsible to wipe down handrails, walls, baseboards, and heavy traffic areas ie., kitchen, reception, and bathrooms
- Assisting with the removal of garbage in all areas.
- Washing, Drying, Folding and returning clean laundry to designated area
- Maintain laundry room in clean and orderly fashion
- Assisting clients with packing and storing of seasonal clothing (summer to winter clothes, etc)

2. Communications Functions:

- Shopping and inventory control for all food required with consultation from Dietitian
- Seasonal cleaning ie. Wash interior of windows
- Responsible for seasonal decorating of reception area, common areas
- Responsible to maintain equipment and furniture
- Available to work days, evenings, holidays and/or weekends

3. Administrative Functions:

- Inventory and restock cleaning supplies as needed.
- Attend training as required

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Submit monthly cleaning logs of each area
- Order supplies

4. Other Functions:

- Performing related duties as may be required by the Manager of the Case Management Unit.
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.
- Maintain compliance with Infection Prevention and Control policies

WORKING CONDITIONS:

- Requires some light lifting, physical activity including prolonged standing and walking.
- Work requires mental attention to tasks and concentration of details, particularly when dealing with cooking and sterilizing.
- Requires flexibility to work in various locations and to work holidays, evening and weekends is required.
- Disposing of garbage, which involves some exposure to grease, dirt, dust and obnoxious odors.
- Interaction with the clients and public.
- Subject to deadlines, interruptions and unscheduled hours.
- Ability to take direction prioritizes, work independently, and cope with many demands and time restraints.

WORKING RELATIONSHIPS:

With the Manager of the Home and Community Care Program Receives direction, guidance, discusses plans and priorities.

With the Supportive Housing Apartments Case Manager

Receives direction, and guidance; discussion of plans, priorities, or interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

With the Home and Community Care Program Staff

Maintaining courtesy, co-operation, and teamwork with all staff.
Work in collaboration with HCC maintenance and part-time housemother.

With Other Staff

Courtesy, cooperation and teamwork with all staff.

With the Public

Representing and promoting the Home and Community Care Program in a courteous, co-operative, positive and proactive manner.

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KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Minimum education level of Grade 10 and two years of work related experience. □ Must have an insured vehicle and Class “G” driver’s license.

Other Related Skills:

- Ability to pass a criminal record check.
- Must be bondable
- Understand the importance of confidentiality.
- Ability to work with tact and discretion
- Willing to take appropriate training as required
- Possess initiative and ability to work independently
- Exhibit good organizational skills and ability to take direction
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture
- May have Personal Support Worker or Health Care Aide Certification
- Knowledge of Canada’s Food Guide and diets
- Ability to analyze problems and recommend solutions and/or implements solutions
- Must be able to prioritize tasks and meet deadlines
- Must possess excellent communications skills.
- Understanding of detailed instructions and standard practices. Needs to exercise some judgment in selecting techniques, scheduling work, and undertaking minor repairs.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.