



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

### **JOB POSTING**

**Tk'emlúps te Secwépemc (TteS)** is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION TITLE:** Homemaker - REPOST  
**DEPARTMENT:** Community Services  
**SUPERVISOR:** Community Services Manager  
**TERMS:** On-Call  
**JOB REFERENCE#:** 2018 - 098

#### **NATURE AND SCOPE OF WORK:**

Homemaking services are limited to the list of household tasks required to maintain a safe and supportive environment. Home makers work in partnership with the Q'wemtsin Health Society, as directed by the Community Services Manager. Homemaking services supplement but do not replace the care provided by families.

#### **DUTIES:**

- Homemakers will be required to come to the Community Services office in the morning to sign in and again at the end of their workday to sign out
- Homemakers will be required to have each client sign their work form in a daily basis
- Keeps Community Services Manager informed regarding client progress, noting client improvement or deterioration of ability to perform daily tasks
- Informs Community Services Manager of any obvious changes in client's health
- Attends Community Services staff meetings when requested to do so
- Maintains confidentiality of applicant in relation to anything discussed in the home, just as if it were an office environment
- Services provided by the homemaker include, but are not limited to:
  - Garbage removal
  - Dishes
  - Laundry
  - Sweeping, vacuuming, mopping floors
  - Cleaning bathroom, sink, tub & toilets
  - Washing inside windows
  - Cleaning major appliances, fridge, stove.
  - Dusting

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Must demonstrate tact, patience, compassion and respect for all clients
- Maintains ethics of health services and client confidentiality
- Excellent communication and listening skills

- Ability to set and maintain healthy boundaries
- Possess a positive, self-starter attitude
- Ability to work independently without direct supervision
- Valid Class 5 drivers license, own reliable transportation and the ability to be insured.

**REQUIRED LICENCE, CERTIFICATION ETC:**

- Homemaker Training or equivalent
- Minimum of Basic Valid First Aid
- Foodsafe Certification
- Must pass a Criminal Record Check

**EXPERIENCE:**

- Homemaking experience or janitorial experience
- Experience working with Elders or infirm persons.

**HOURS OF WORK:** Normal day shift – 7 hours per day. Non – normal shift may be required.

**PAY GRADE:** As per wage grid.

**LINE OF AUTHORITY: COMMUNITY SERVICES MANAGER**

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

**Deadline for the Job posting is December 13, 2018 to be received  
No later than 2:00 p.m.**

Submit Job Application Form, cover letter, resume, and references  
online: [tkemlups.ca](http://tkemlups.ca), by email: [resume@kib.ca](mailto:resume@kib.ca), by fax: 250.828.9847,  
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way .  
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. & closed for lunch from noon to 1:00

We require each applicant to fill out  
an online [Job Application Form](#), which can be found on the [tkemlups.ca](http://tkemlups.ca) website