



## *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**  
**DEPARTMENT:**       **COMMUNITY SERVICES**  
**SUPERVISOR:**       **COMMUNITY HEALTH REPRESENTATIVE**  
**TERMS:**               **Part Time, Term [.5FTE (Term to March 31, 2022)]**  
**JOB REFERENCE#:**   **2021-140**

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

Homemaking services are limited to the list of household tasks required to maintain a safe and supportive environment. Homemakers work in partnership with the Qw'emtsin Health Society, as directed by the Community Health Representative. Homemaking services supplement but do not replace the care provided by families.

### **DUTIES:**

- Homemakers must report emergency concerns immediately to CHR verbally and with a written incident report.
- 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;
- Keeps Community Health Representative informed regarding client progress, noting client improvement or deterioration of ability to perform daily tasks;
- Attends Community Services staff meetings when requested to do so; and
- Services provided by the homemaker include, but are not limited to:
  - Cleaning bathroom, sink, tub & toilet
  - Dishes
  - Dusting
  - Light meal assistance
  - Light housekeeping. This excludes biohazardous materials (i.e. bodily fluids/waste)
  - Garbage removal
  - Laundry
  - Sweeping, vacuuming, mopping floors
  - Washing inside windows
- Homemakers may only in extreme emergency situations and underwritten direction of the CHR:
  - Provide urgent transportation for the client, within city limits
  - Prepare light meals for the client only
  - Assist with light shopping for the client only

### **REQUIRED COMPETENCIES:**

- Knowledge of Indigenous culture and individual traditions

- Working with Elders
- Excellent communication skills
- Upholds client confidentiality
- Working with medical and palliative patients
- Homemaking experience or janitorial experience
- Demonstration of tact, patience and respect for all clients
- Ability to work independently without direct supervision

**MUST HAVE:**

- Criminal Record Check for Working with Children and Vulnerable Adults – clearance required;
- Valid Class 5 driver’s license, own reliable transportation and the ability to be insured; and
- Clean drivers abstract.

**ASSETS:**

- Homemaker Training or equivalent;
- First Aid Certificate; and
- Food Safe Certificate.

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

**PAY GRADE:** Starting at \$15.20-17.73/hour dependent on experience

**LINE OF AUTHORITY: COMMUNITY HEALTH REPRESENTATIVE**

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

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

**Deadline for the Job posting is as soon as filled  
Or October 27<sup>th</sup>, 2021 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/employment/>, 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 12:00pm to 1:00pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/employment/>**

**Any late submissions or submissions without the job application form will not be considered.**