



KITSELAS FIRST NATION  
2225 GITAUD ROAD  
TERRACE, BC V8G 0A9

## **KITSELAS BAND ADMINISTRATION EMPLOYMENT OPPORTUNITY**

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**Job Title:** Homemaker

**Department:** Health

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**Reporting to:** Health Nurse

**Term:** Casual

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**Start Date:** AS REQUIRED

**Deadline:** Open until filled

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### **JOB SUMMARY**

The Homemaker working under the Social Development Coordinator provides services to community members involving, cleaning and other housekeeping functions essential to clients remaining at home, companionship and performs other duties as directed by his or her supervisor.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Respect clients' personal property rights, maintaining clients' rights to privacy and confidentiality ensuring all clients are treated fairly with kindness, dignity and respect;
- Assure the client's homes are maintained in a clean, safe, comfortable and attractive manner;
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment;
- Clean house; dust, sweep, vacuum, mop, laundry;
- Wash and disinfect washroom: floor, toilet, toilet seat, tub, clean mirror, empty waste baskets and garbage cans;
- Clean kitchen sink and counters, including dishes;
- Wipe down hand rails, door knobs, light switches;
- Ensure cleaning materials and supplies are stored in a safe and orderly manner;
- Prepare meals, snacks and provide fluids;
- Observe practices and perform all assigned tasks in accordance with established policies and procedures and as instructed by your supervisor;
- Assure that established infection control, universal precaution practices and standard precautions practices are maintained and followed when performing homemaker duties;
- Follow established safety precautions in the performance of all duties and report all accidents, injuries and near misses to your supervisor;
- Report all hazardous conditions and equipment to your supervisor;
- Thoroughly complete appropriate records, timesheets, service plans and other documentation in a timely manner;



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- Attend and participate in scheduled orientation, training and educational classes;
- Other related duties as assigned.

### **QUALIFICATIONS**

- Knowledge of safe and standard cleaning procedures, chemicals, products and equipment;
- Knowledge of Workplace Hazardous Materials Information System (WHMIS);
- A combination of education and experience may be considered;
- Training and/or experience in the field preferred;
- An understanding of the northwest BC cultural and political environment;
- Previous experience working in a First Nations community and/or organization is preferred;
- Must be able to maintain the confidentiality of client information;
- Must be physically fit to perform job duties;
- Must be able to cope with the mental and emotional stress of the position;
- Must be able to work a flexible work schedule and must be able to work beyond regularly scheduled work hours if necessary;
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to deal tactfully with other staff, difficult clients, difficult family members, visitors and the general public;
- Respectful, honest and trustworthy;
- Possess cultural awareness and sensitivity;
- A self-starter with limited need for supervision;
- Excellent organizational skills;
- Ability to read and understand labels and instructions;
- Effective verbal and listening skills, creative methods of communication;
- Decision making skills;
- Teambuilding skills;
- Problem solving skills;
- Time management skills;
- Flexible with good customer service skills;
- Incredibly responsible with a proven track record of being reliable and dependable; and
- Very organized with demonstrated abilities to multi-task and foresee problems down the road with terrific problem solving skills.



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**ADDITIONAL REQUIREMENTS**

- Valid BC Driver's license (Class 4) *an asset*;
- Use of an insured vehicle *an asset*; and,
- Clean Criminal Record Check.

A competitive salary and benefits package is offered. Further information can be obtained at [www.kitselas.com](http://www.kitselas.com). This competition will remain open until filled. However, interested applicants should apply at their earliest convenience with a resume and cover letter to the attention of the Teri Muldon. Please reference "Homemaker" and indicate clearly in your cover letter how your experience and qualifications meet the requirements of the position.

Attn: Teri Muldon  
Director of Finance & Administration  
Kitselas First Nation  
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