



**SHEGUIANDAH FIRST NATION  
JOB POSTING**

<b>POSITION</b>	<b>Homemaker</b>
<b>LOCATION</b>	<b>Maamawe Abziis Widaa Gamig</b> – Sheguiandah First Nation Health Centre
<b>ACCOUNTABILITY</b>	Director of Operations and Health Manager
<b>EMPLOYMENT STATUS</b>	Full-Time (35 hours/week)
<b>HOURS OF WORK</b>	Regular Office Hours (8:30-4:30pm) Some weekends and flexible after-hours may be required
<b>PREFERENCES</b>	Person of Indigenous descent/ Sheguiandah First Nation Band Member
<b>TENTATIVE START DATE</b>	ASAP

Sheguiandah First Nation is seeking a motivated individual to fulfill the roles and responsibilities for the position of Homemaker. The Homemaker is responsible for providing housekeeping services that will contribute to the quality of life of individuals who live at home by promoting independence; dignity; social-emotional-physical wellbeing; mobility; personal appearance; comfort and safety so that they will remain and participate in our community.

**Essential Functions:**

- Provide basic housekeeping services as per individual Health Plans
- Provides basic laundry duties when necessary
- Works collaboratively with Health Care providers
- Completes and submits required client documentation
- Maintains strict confidentiality of information gained during the course of duties
- Must be able to deal with difficult people from time to time in a professional manner
- Performs other duties as necessary in the performance of the position
- Attends regular staff in-service and development meetings as directed

**Qualifications**

- Personal Support Worker (PSW) Certificate or Homemakers Certificate and/or combination of some secondary school, home management experience.
- Standard First Aid and CPR
- WHIMIS
- Food Handlers Certificate or willing to take the training
- Good verbal and written communication skills
- Ability to work flexible hours
- Criminal Reference Check and Vulnerable Sectors Check (upon hire)

**Vulnerable Sector Screening Check (VSS) Rationale:** Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Individuals employed are required to have a clear record of any changes and convictions relating to any abuse, assault, neglect and theft and any alcohol and/or drug related offences as these individuals may word directly or indirectly with vulnerable clients. The VSS must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:

**Confidential: Homemaker**

c/o Human Resources

[Hr@sheguiandahfn.ca](mailto:Hr@sheguiandahfn.ca)

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Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact [hr@sheguiandahfn.ca](mailto:hr@sheguiandahfn.ca) or by calling (705) 368-2781. Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.