



HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

Posting Type: Internal
Position Title: Casual Homemaker
Location: Hiawatha, ON
Duration: Casual (With possibility of temporary full-time hours)
Posting Closes/Deadline: September 25, 2021 at 11:59 pm
Tentative Interview Date: September 27-30, 2021
Salary Range: \$17.00/hour (plus temporary \$3 wage enhancement)

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 850 registered citizens with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

Position Summary:

The Homemaker is responsible for providing various services to clients of the program which include (but are not limited to); light housekeeping, meal preparation and taking clients shopping or to medical appointments. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values. As a casual position there will be no guaranteed hours.

Reporting:

This position will report directly to the Social Services Administrator. This position will have no direct reports.

Main Responsibilities:

- Providing light housekeeping for clients (i.e. dishes, changing bedding, laundry, etc.) within the mandate of HFN and the funders. These duties follow a regular daily, weekly, monthly and yearly schedule for different areas
- Reporting minor and major maintenance and health and safety issues to the appropriate person, where applicable
- Preparing meals for clients
- Reminding clients to log and take blood pressure, meds, blood sugar, etc.
- Advocating for client needs
- Keeping clients informed and following up with clients when necessary
- Ensuring that all HFN standards are adhered to
- Ensuring that all Health and Safety requirements are completed and adhered to
- Maintaining an inventory and replenish required supplies when needed
- Setting up meeting spaces as requested

Requirements:

- Ontario Secondary School Diploma; and
- Minimum one-year related experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Health and Safety Training an asset (i.e. slips, trips and falls, safety at heights, WHMIS, etc.)
- Safe Food Handling an asset
- Must adhere to all policies including COVID-19 Vaccination Policy
- Must provide a clear CPIC
- Valid Driver's License and own vehicle

Knowledge, Skills and Abilities:

- Experience with various cleaning equipment and techniques
- Ability to identify and wear appropriate PPE and other safety equipment

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.

- Ability to multi-task and set priorities
- Ability to work in a team and individually
- Excellent time management skills
- Ability to work well in various situations
- Ability to be friendly and build relations while balancing out the tasks
- Ability to maintain strict confidentiality

Behavioural Competencies:

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Results Oriented
- Personal Effectiveness
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

Working Conditions:

- Extended periods of sitting, standing and walking
- Required to lift and carry up to 50 lbs
- Required to climb using safe climbing techniques
- Local travel with some extended travel from time to time
- Interaction with employees, management and the community
- May have to deal with upset clients from time to time
- Occasional overtime
- Required to work irregular hours, mostly in the evenings and weekends
- Working with tight deadlines and without much notice

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail:	Hiawatha First Nation 431 Hiawatha Line Hiawatha, ON K9J 0E6 ATTN: Zachary Friar, HR Coordinator
By email:	hr@hiawathafn.ca
By fax:	705-295-4424

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*