

# WAABIGONNIW SAAGA'IGANIIW ANISHINAABEG

Wabigoon Lake Ojibway Nation  
Site 115, P.O Box 300, RR1  
Dryden, ON P8N 2Y4  
P: (807)938-6684  
F: (807)938-1166



## EMPLOYMENT OPPORTUNITY HOMEMAKER / PERSONAL SUPPORT WORKER

**FT/PT Position:** 1 Full-time Permanent Position

**Location:** Wabigoon Lake Ojibway Nation, ON

**Reports To:** Health Director

**Salary:** Based on qualifications and experience

**Closing Date:** May 23, 2025

**Summary:** The Homemaker / Personal Support Worker will provide in-home services to assist individuals in need, including the elderly, disabled, ill, or handicapped individuals who are able to remain in their own homes and communities with additional support.

### Duties:

- Perform and report daily routine and seasonal household tasks including cleaning, cooking, errands, laundry, and light tasks for assigned clients.
- Plan and cook meals according to client's personal preferences while keeping nutritional value in mind.
- Sweep and mop floors, dust surfaces and furniture.
- Wash windows, clean doors, wash dishes, and wash down bathrooms.
- Vacuum and wash carpets on a periodic basis.
- Create shopping lists and purchase groceries and other household items.
- Assist with running errands to the store, mail boxes, post office, or bank.
- Assist with maintaining budgets, paying bills and keeping record of credit payments.
- Ensure the health and safety of clients against safety hazards and report unsafe conditions to prevent hazards.
- Respect the rights and property of clients and provide services in a courteous, fair and equal manner.
- Attend related training sessions as required, follow assigned schedules, and submit time sheets on time.
- Discuss client concerns with Coordinator/Supervisor
- Perform all other duties assigned by the Supervisor

### Qualifications:

- Completion of Grade 12 diploma/G.E. D or equivalent an asset.
- PSW certification is an asset.
- Must have a Valid driver's license and access to a personal vehicle.
- First Aid/C.P. R certified or willing to obtain certification
- Ability to lift up to 18kg (40lbs.).
- Ability to stand, bend, crouch, reach, and twist for extended periods of time.
- Possession of valid WHMIS certification, or willing to obtain.
- Must be willing and able to work evenings and weekends.
- Must be reliable, able to work unsupervised, and take initiative.
- Excellent communication skills, both verbal and written.
- Must be willing to submit to workplace drug testing.

Please submit an updated cover letter, resume, and three (3) references (with permission to contact) by:

**Friday May 23, 2025 at 4:00 p.m.**

Applications can be submitted by e-mail or dropped off to:  
Wabigoon Lake Ojibway Nation Band Office  
Attention: Human Resources  
RR#1, Site 115, Box 300  
Dryden, ON P8N 2Y4  
T: (807) 938-6684 F: (807) 938-1166  
Email: [humanresources@wlon.org](mailto:humanresources@wlon.org)

**LATE APPLICATIONS WILL NOT BE ACCEPTED.  
WE THANK ALL APPLICANTS; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**