

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

FT/PT Position: 1 Full-time Permanent Position

Location: Wabigoon Lake Ojibway Nation, ON

Reports To: Health Director

Closing Date: February 10, 2023

Summary: The Homemaker 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
- Valid driver's license and access to a personal vehicle is an asset
- First Aid/C.P. R certified or willing to obtain certification
- Effective communication skills, both verbal and written
- Self – motivated, organized, and able to work as a team member.
- Must be flexible and able to set priorities.
- Must have good attendance and strong work ethic.
- Ability to lift up to 18kg (40lbs).

**Please submit an updated cover letter, resume, and three (3) references (with permission to contact) by:
Friday February 10, 2023 at 4:00 p.m.**

Applications can be submitted in person or by e-mail to:

Wabigoon Lake Ojibway Nation Band Office

Attention: Human Resources

RR1, Site 115, P.O Box 300

Dryden, ON P8N 2Y4

T: (807) 938-6684 F: (807) 938-1166

E-mail: humanresources@wlon.ca

LATE APPLICATIONS WILL NOT BE ACCEPTED

MUST BE WILLING TO SUBMIT TO DRUG TESTING.

**WE THANK ALL APPLICANTS; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW
WILL BE CONTACTED.**