

EMPLOYMENT OPPORTUNITY

Home Support Worker

Casual

 www.draytonvalley.ca

 HR@draytonvalley.ca

Qualifications / Experience

- High School Diploma
- Standard First Aid Certification
- Class 5 Driver's License
- Own vehicle required
- Housekeeping or working with seniors is considered an asset

APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit via email to HR@draytonvalley.ca

Applications can also be mailed to:
Attention: Human Resources
Town of Drayton Valley
5120-52 Street, Box 6837
Drayton Valley, AB
T7A 1A1

**Applications will be accepted until:
4:30 pm, on Friday, August 12, 2022**

Visit the website at www.draytonvalley.ca



ABOUT THE ROLE

The Town of Drayton Valley is seeking a Home Support Worker. Reporting to the FCSS Program Manager, the successful candidate will provide home support to residents of Drayton Valley, Brazeau County and Parkland County. This position enables individuals to retain or improve their quality of life by enhancing independent living, reduction isolation and increasing access to resources. Hours per week are dependent on client's needs.

POSITION DETAILS

The Home Support Worker provides short or long-term light housekeeping, and assistance with meal preparation as needed.

Wage is commensurate with qualifications and experience.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

JOB DESCRIPTION

POSITION: Home Support Worker
DEPARTMENT: Community Services
REPORTS TO: FCSS Program Manager
JOB TYPE: Administration
LOCATION: FCSS Office

GENERAL ACCOUNTABILITIES

The Home Support Worker role provides home support to residents of Drayton Valley, Brazeau County and Parkland County. This position enables individuals to retain or improve their quality of life by enhancing independent living, reduction isolation and increasing access to resources.

REPORTING RELATIONSHIPS

This position reports to: FCSS Program Manager → General Manager of Community Services
→ Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

Provide short or long-term light housekeeping as required by client, including but not limited to:

- Vacuuming
- Mopping
- Dusting
- Cleaning kitchen, bathroom and bedroom
- Cleaning interior windows
- Spot cleaning walls
- Changing bedding
- Laundry
- Provide assistance with meal preparation as needed
- Work with the FCSS Program Assistant to determine individual needs of each client at initial intake
- Identify clients' needs on an ongoing basis and provide information and support so that they may access needed resources
- Participate in organization-wide efforts towards achieving corporate and organizational vision, goals and outcomes
- Other duties as assigned

MAJOR INTER-PERSONAL CONTACTS

This role is predominately public facing, working directly with and providing excellent customer service to residents.

QUALIFICATIONS AND EXPERIENCE

- High School Diploma
- Current Standard First Aid certification
- Class 5 Driver's License
- Own vehicle required
- A solid understanding of the philosophy of prevention
- The ability to work independently
- The ability to relate effectively to people of diverse economic, social and ethnic backgrounds
- Patience and flexibility in an ever-changing environment
- Excellent organizational skills and the ability to multi-task
- Good written and oral communication skills
- Experience in housekeeping or working with Seniors considered an asset

SPECIAL REQUIREMENTS & OTHER CONSIDERATIONS

- Willingness to attend training sessions as required by the employer.
- Willingness to work weekends and unscheduled hours during major emergencies.
- Ability to multi-task, prioritize and work efficiently.
- Ability to work independently, self-starter and energetic.