



**Job Description  
Homemaker  
Community Support Program**

**Casual - 12 mo term  
Starting immediately**

**PURPOSE:**

Reporting to the Home & Community Support Program Manager, the Homemaker will be a member of the Home & Community Support Team and will be accountable to the Board of Directors.

The Homemaker provides homemaking services to individuals and families in the home within the framework of the Eastern Ottawa Resource Centre's policies, procedures, standards and quality & risk management. Collaborates with the Program Coordinator to meet the needs of individuals and attain an optimal level of independence in the home environment.

**DUTIES AND RESPONSIBILITIES**

- Maintain a clean, safe, home environment
- Sweep, vacuum, sponge mop floors
- Dust furniture
- Clean bathrooms
- Change bed linens, wash, dry personal clothing and linens
- Collect garbage from all rooms and dispose in designated trash bins
- Wash and dry dishes
- Wash fridge and stove (as required)
- Follow infection control policies and procedures for housekeeping
- Reports unsafe conditions or changes in client's home environment
- Other relevant duties as assigned by Program Coordinator or CSS Program Manager

**QUALIFICATIONS**

- Household management experience
- Previous housekeeping experience is an asset
- Experience working with seniors and understanding of seniors/ age-related issues
- Acceptable criminal background check
- Bilingual



- strong interpersonal skills
- Ability to work independently
- Is required to:
  - Use safe body mechanics for lifting
  - Bend, turn, squat on an ongoing basis
  - Stand, sit, kneel for short periods
- Possesses an egalitarian attitude towards gender, race, culture, sexual orientation, gender identity, social-economic status, etc.
- A willingness to maintain high quality services, client centered services

We will continue to receive resumes until the position is filled. Please forward your resume and a cover letter to Human Resources, Eastern Ottawa Resource Centre, 215-1980 Ogilvie Rd. Ottawa, ON K1L 9L3. Fax: (613) 741-7029 or e-mail: [TLabrecque@eorc-creo.ca](mailto:TLabrecque@eorc-creo.ca)

*The Eastern Ottawa Resource Centre follows a practice of non-discrimination and diversity. We wish to thank all applicants for their interest, however, only those selected for an interview will be contacted.*