



## Better at Home Program - Nanaimo Region

### **Job Description - Light Housekeeping Contractor**

#### **Job Overview:**

Nanaimo Family Life Association in partnership with the United Way of British Columbia Better at Home Program. The Light Housekeeping contractor role provides assistance to clients over 65yrs of age that may be living marginally, without social support and/or experiencing physical/cognitive limitations creating need to help maintain household chores and stay connected to their community. This service also helps to maintain independence and promote well-being for the client.

#### **Job Description:**

The **Light Housekeeping Contractor** duties may include such things as: vacuuming, sweeping/mopping floors, dusting, cleaning kitchen, bathroom(s), changing bedding and occasionally assisting with laundry, organizing and/or cleaning out the fridge. Program Coordinator provides the contractor with the client list and the contractor is responsible for scheduling services and submitting invoices for payment.

#### **Minimum 20 hrs /week; \$25.00/hr**

#### **Job Requirements:**

- Position requires a minimum of 20 hours/week of service. Additional hours available.
- Previous housekeeping experience required.
- Experience working with older adults, physical &/or cognitive changes &/or marginalized seniors.
- Previous experience working as a contractor is an asset.
- Excellent time management and communication skills.
- Must be flexible, personable, compassionate.
- MUST be able to: bend, stoop, kneel, squat, and be able to perform repetitive duties.
- Valid BC driver's license and own reliable transportation.
- Willing to obtain Criminal Record Check for vulnerable adults.
- Proof of covid-19 vaccinations required.

#### **To Apply:**

Please email your **cover letter and resume** to: Better at Home Program Coordinator at [hiring@nflabc.org](mailto: hiring@nflabc.org). Only those shortlisted will be contacted.

*Committed to employment equity, Nanaimo Family Life Association encourages applications from all qualified candidates including women, First Nations, Métis and Inuit persons, members of racialized communities, members of LGBTQ+ groups and persons with disabilities. Nanaimo Family Life Association is strongly committed to providing equal employment opportunities without discrimination.*