

Job Posting  
**BOWEN ISLAND BETTER AT HOME PROGRAM**  
**Housekeeping Support Staff (April 2024)**

Founded in 1976, North Shore Community Resources' (NSCR) mission is to enhance well-being, social connections, empowerment and community participation by designing and delivering programs and services to create a thriving North Shore. To achieve this mission, we provide community programs and services in four areas: Child and Parent programs, Seniors programs, Community Engagement, and Community Legal Services and Housing Advocacy. To learn more about our agency visit [North Shore Community Resources \(nscr.ca\)](http://North Shore Community Resources (nscr.ca))

<b>Position Title:</b>	<b>Bowen Island Better at Home Housekeeper</b>
<b>NSCR Program:</b>	NSCR Better at Home Program
<b>Summary:</b>	The Better at Home Housekeeper works with clients from the Bowen Island Better at Home as referred by the Better at Home Bowen Coordinator
<b>Reports To:</b>	Bowen Better at Home Coordinator
<b>Status:</b>	Permanent Part-time Staff Position as funding permits
<b>Screening:</b>	Criminal Records Check & Vulnerable Sector Search required prior to start date and repeated as required from time to time. Professional References will be required.

The **Housekeeping Support Staff** schedules and delivers light housekeeping services to qualified clients registered with the Bowen Island Better at Home program. The **Housekeeping Support Staff** reports to the Program Coordinator, Bowen Island Better at Home, and works closely with other NSCR staff including the Program Lead, North Shore Better at Home, and Manager, Community Engagement and Seniors Programs. Given the nature of the role, the **Housekeeping Support Staff** will work remotely from home and in client's homes. This position works with seniors, family or caregivers of seniors, volunteers, and program staff.

## Position Key Responsibilities

- Provide light housekeeping service to clients in the designated areas of their home based on their visits' prioritized task list.
  - Tasks include: tidying, dusting and wiping (up to 6 feet), dishwashing, sweeping or mopping, vacuuming, kitchen cleaning, bathroom cleaning, laundry and bed sheets, cleaning out fridge
- Notify the Program Coordinator of potential new Better at Home clients from the community interested in light housekeeping services.
- Schedule clients' services based on a mutually agreed upon schedule of once a month for 2-hours of duration (unless additional hours are approved by the Program Coordinator).
- Provide reminder calls in advance of the scheduled services.

## Qualifications, Skills and Experience

- Relevant prior housekeeping and cleaning experience
- Physically fit and able to lift up to 25lbs
- Experience working with seniors
- Knowledge of dementia and other person-centered language
- Flexibility and reliability, good communication and organizational skills.
- Knowledge of Bowen Island social services agencies and their programs

**Hours:** Flexible scheduling current need is approx. 8 hours per week (or 15 hours bi-weekly), may experience program growth overtime.

**Status:** Permanent Part-Time

**Screening:** Criminal Records Check & Vulnerable Sector Search required prior to start date and repeated as required from time to time.

NSCR provides a wage in the range of \$32-35/hour dependent on experience

This position commences at the end of April 2024

Please send a cover letter (or an expression of your interest) and copy of your resume to:

Kim Sinclair, Coordinator of Bowen Island Better at Home program: kim.sinclair@nscr.ca

*NSCR values diversity and inclusivity. We encourage all individuals inclusive of any identity to apply. Only those applicants selected for an interview will be contacted. We thank all individuals, who have submitted an application, for their interest.*