

**SCHEDULE 'A' – JOB DESCRIPTION (6)**

<b>JOB TITLE:</b>	<b>HOME MAINTENANCE WORKER</b>
<b>PRIMARY FUNCTION:</b>	While working under Temagami First Nation policies the Home Maintenance Worker (HMW) will provide prior-approved home maintenance support services within the TFN Home and Community Care program. The Home Maintenance Worker is to provide homecare services to clients according to their Care Plan. The purpose of this position is to assist clients to maintain safe access to their residence and support their daily living enabling them to remain independent longer in their home and community.
<b>REPORTING RELATIONSHIP:</b>	This position reports to the Home and Community Care Coordinator
<b>STATUS:</b>	
<b>SALARY:</b>	TFN Salary Grid
<b>TERM OF EMPLOYMENT:</b>	1 year contract
<b>EFFECTIVE DATE:</b>	
<b>INCUMBENT:</b>	

**Accountability**

- Garbage/recycling pick-up
- Electronics/batteries/appliances disposal
- Household water delivery
- Grass cutting/trimming and minor yard maintenance
- Driveway snow plowing/sanding
- Walkway/steps snow shoveling/sanding
- Fuel wood piling
- Woodstove cleaning
- Launch/land boat/Winterize boat
- Install/remove air conditioners
- Minor household and interior/exterior window cleaning
- Maintain daily record keeping and statistical data
- Maintain all relevant documentation in Electronic Medical Records system
- Submit weekly activity reports to supervisor
- Participate in weekly staff updating and planning meetings
- Provide regular maintenance for safe working order of tools and equipment
- Other duties related to the HCC Maintenance Worker as required

### **Responsibilities**

- Ensure quality and safety in all aspects of work activities carried out
- Manage and coordinate work schedule with supervisor, co-workers and clients
- Work with casual maintenance workers in busy time when services are in high demand
- Ability to manage time efficiently and establish a regular routine
- Participate in additional training to maintain and enhance knowledge and skills
- Direct clients to make their minor/major maintenance/repair requests to HCC Coordinator
- Encourage clients to participate in Quality Improvement Requests
- Promptly request any program supplies, tools and/or equipment required
- Provide routine safety checks on all equipment
- Promptly report any unsafe conditions of client's house or environment to supervisor
- Work with the support of casual maintenance workers
- Participate in regular policy reviews and updates with supervisor and HCC staff
- Participate in annual and probationary staff performance reviews

### **Service Orientation**

- Maintain professional conduct while carrying out home care duties
- Promptly assist with client concerns or refer to appropriate staff
- Establish and maintain respectful relationships with clients and their supportive family members
- Uphold and maintain client confidentiality
- Work within the Home and Community Care Program vision, mission and philosophies
- Work in a self-motivated, responsible, dependable and trustworthy manner
- Work as a team member and independently
- Use good interpersonal verbal and written communication skills
- Request assistance from supervisor when unsure of roles and responsibilities

### **Qualifications**

- Highschool Diploma or equivalent
- Experience and knowledge in home repair and maintenance activities (painting, cleaning, carpentry, etc.)
- Operate and maintain electrical/gas hand tools, saws, lawnmowers, etc. in a safe manner
- Previous work experience providing services for the elderly and vulnerable population
- Computer skills
- Knowledge of the TFN community infrastructure and area resources
- Be in good health and physically fit
- Ability to provide heavy lifting up to 50 lbs. in a safe manner on occasion
- Willingness to work flexible hours

- Ability and willingness to obtain a Fall Arrest Certificate
- Valid Standard First Aid and CPR certification or willingness to update
- Ability to attain and maintain a clear criminal record check with vulnerable sector CPIC
- WHMIS – Certificate or willingness to obtain
- Operate a half ton truck with plow attachment
- Operate riding lawn mowers, boats, motors, snowmobiles and ATV's
- Valid Ontario Pleasure Craft Operator's Card Licence or willing to obtain
- Valid Ontario 'G' level driver's license

Date of Revision: November 2023

Approved By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_