

**Teme Augama Anishinabek
Job Description**

Position Homemaker

Department Health Services – Home and Community Care

Position Reports To Home and Community Care Supervisor

Employment Status Full Time

Hours 35 hours per week

Employment Type Permanent

Position Summary:

The Homemaker provides essential in-home support services to clients within the Home and Community Care Program at Teme Augama Anishinabek. Working under established policies, procedures, and individualized Plans of Care, the Homemaker supports clients in maintaining their independence, dignity, and overall well-being within their homes and community.

This position assists clients with daily living activities, promotes a safe and healthy home environment, and supports the delivery of culturally respectful and client-centred care. The Homemaker plays an important role in enabling clients to remain independent longer while ensuring their safety, comfort, and quality of life.

Primary Responsibilities

In-Home Support and Daily Living Assistance – 35%

Provides direct in-home care services in accordance with individualized Plans of Care, ensuring services are delivered safely, respectfully, and consistently. Performs light housekeeping duties, laundry, meal preparation, and menu planning, including participation in programs such as Meals on Wheels. Ensures safe food handling practices are followed at all times. Supports clients in maintaining a clean, safe, and functional home environment and assists with minor in-home maintenance tasks where appropriate. Provides caregiver relief through in-home respite and engages in friendly visits that support the emotional and social well-being of clients. Demonstrates reliability, compassion, and strong interpersonal skills when working with clients, particularly elderly and vulnerable individuals.

Client Support, Monitoring, and Safety – 20%

Monitors client well-being and promptly reports any changes in physical, emotional, or environmental conditions to the Home and Community Care Nurse and/or Coordinator. Conducts telephone and in-person security checks to ensure client safety and well-being. Identifies and reports unsafe conditions within the home environment and takes appropriate action within the scope of the role. Provides transportation and escorts clients to appointments, shopping, banking, and recreational activities, demonstrating sound judgment and a strong commitment to client safety. Follows infection prevention and control practices, including the use of personal protective equipment where required, and works safely in environments where exposure to illness may occur.

Documentation, Reporting, and Record Management – 15%

Maintains accurate, timely, and confidential records of services provided, including daily documentation and statistical data. Completes all required documentation within the Electronic Medical Records system in accordance with program and privacy requirements. Prepares and submits weekly activity reports to the supervisor. Maintains a high level of confidentiality, discretion, and professionalism in all client-related documentation and communications.

Client Engagement and Service Orientation – 15%

Builds and maintains respectful, supportive, and professional relationships with clients and their families. Responds to client concerns in a timely and professional manner and refers issues to appropriate staff when required. Demonstrates a positive, dependable, and respectful approach in all interactions, maintaining client dignity and confidentiality at all times. Works in alignment with the Home and Community Care Program vision, mission, and philosophies.

Client Service Coordination and Communication – 15%

Coordinates directly with the Home and Community Care Supervisor regarding assigned clients, schedules, and any required adjustments to service delivery. Maintains clear and timely communication with the supervisor regarding client needs, changes in condition, and any concerns related to the home environment or care provided. Follows established schedules and routines to ensure consistent, reliable, and client-focused in-home support services. Accurately completes required documentation, including daily records and activity tracking, in accordance with program requirements.

Requests necessary supplies and equipment required to carry out homemaking duties within the client's home.

Participates in required training to maintain safe practices in home care, including infection prevention, client safety, and proper use of equipment. Performs other related duties consistent with the delivery of in-home homemaking services.

Qualifications

Education & Experience

Home Support Worker certificate or equivalent is required.

Personal Support Worker certification is considered an asset.

A minimum of one (1) year of experience providing home care services, particularly to elderly or vulnerable populations, is required.

Licenses and Requirements

Satisfactory Criminal Record Check with Vulnerable Sector Search.

Valid Standard First Aid and CPR certification or willingness to obtain.

WHMIS certification or willingness to obtain.

Safe Food Handling Certificate.

Valid Class G driver's licence.

Willingness to work flexible hours, including evenings and weekends as required.

Must be physically able to perform the duties of the position.

Physical & Sensory Demands

This position requires physical activity including standing, walking, bending, lifting, and assisting clients within a home environment. The role requires consistent interaction with clients and the ability to remain attentive, responsive, and professional in varying situations. The Homemaker may be exposed to infectious illnesses and must follow all required safety precautions.

Work Environment

Work is performed primarily in client homes and community settings. The position requires working independently in a variety of environments and interacting with clients, families, and community members.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy

work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____