

## **HOME SUPPORT WORKER (Permanent Part-time)** MUNICIPAL DISTRICT OF GREENVIEW, ALBERTA

**DEPARTMENT:** Community Services – Family & Community Support Services (FCSS)

**LOCATION:** Grande Cache, Alberta

**STATUS:** Accepting applications until a suitable candidate is found.

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*Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Reporting to the Assistant Manager, Family & Community Support Services, Home Support Worker is responsible for providing in-home support, including pre or postnatal home support, supplemental support for seniors, pre and post hospitalization, home management assistance and other related services to families and individuals experiencing disruptions of normal family routine.

### **MAJOR**

- Perform basic housekeeping services such as sweeping floors, mopping floors and vacuuming
- Cleaning kitchens (counters, sinks, stoves, microwaves and wiping cupboard doors, cleaning out cupboards, fridges, etc.)
- Cleaning bathrooms (shower/tub, toilet, sink, countertop, mirror)
- Dusting furniture
- Cleaning wheelchairs and scooters
- Washing interior windows (that can be reached from a standing position)
- Spot washing walls
- Laundry (washing clothes, drying clothes, folding, ironing)
- Stripping and making beds
- Prepare light meals under the direction of the client
- Provide limited respite support for caregivers
- Provide transportation for medical, banking, grocery shopping when required and approved

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### **MINOR**

- Must attend training sessions as required
- The Home Support Worker may be asked to assist with other duties as required. Additional duties may include front desk coverage and support with other Greenview FCSS programming
- Perform other duties as assigned

### **QUALIFICATIONS / EDUCATION / EXPERIENCE:**

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision
- Class 5 driver's license
- Must submit a Criminal Record and Vulnerable Sector check

### **SKILLS REQUIRED:**

- Ability to respect client's time
- Ability to maintain a neat and tidy appearance
- Ability to maintain the rights and dignity of the clients
- Ability to promote clients' independence
- Ability to respect clients' home and belongings
- Ability to adhere to instructions and undertake assignments which do not exceed those set out in this job description
- Ability to demonstrate flexibility in response to clients' changing needs.
- Must be able to maintain strict confidentiality
- Must be self-motivated, and able to work with minimal supervision
- Must have excellent organizational and time management skills
- Ability to interpret, implement and adhere to organizational policies and procedures

### **WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:**

- Light housekeeping duties, which include bending, stretching, occasional light lifting
- Working in client homes, with varying conditions
- Extensive contact with the public
- Use and operation of a vehicle
- Working hours will vary, depending on client needs

### **HEALTH & SAFETY:**

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced

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**Note:** The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

## HOW TO APPLY:

Interested candidates may submit cover letter (**stating the position you are applying to**) and resume in one of the following ways:

By E-mail: [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca) (**please quote the position in the subject line**)

Mail or Drop Off: Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079  
Valleyview, Alberta T0H 3N0

Confidential Fax: 780-524-3981

**While we truly appreciate all applications, only those selected for an interview will be contacted.**

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