

**Employment Opportunity  
FCSS Home Support Worker – Part-time**

Westlock & District Family and Community Support Services (FCSS) is seeking a **Permanent Part-time Home Support Worker (21 hours per week)**. Reporting to the Program Supervisor, this position will be responsible for performing housekeeping duties for clients in Westlock, Westlock County, and the Village of Clyde.

The following skills and abilities are required to fulfil the position:

- Ability to perform light housekeeping and laundry duties – minor lifting, walking stairs
- Ability to perform heavier housekeeping duties such as vacuuming
- Able to carry out responsibilities in a warm, approachable, professional manner that promotes compassion, dignity, and commitment
- Ability to work with seniors, persons with disabilities, and persons who are ill

As a key player in our team, you will have the following qualifications:

- Valid driver's license, own a reliable vehicle, and have \$1,000,000 minimum insurance coverage
- Current Intermediate First Aid Certificate

A Criminal Record Check complete with vulnerable sector check and a five-year driver's abstract will be required prior to commencement of employment.

Westlock & District FCSS offers a competitive salary, an excellent benefit program, and a great work environment with a dynamic team.

This competition will remain open until a suitable candidate is found. Westlock & District FCSS thanks all applicants for their interest; however, only those selected for an interview will be contacted. For further information, please contact Maureen Schiller, FCSS Program Supervisor at 780-349-5900.

Please submit your resume with three references in confidence to:

Westlock & District Family and Community Support Services  
10007-100 Avenue  
Westlock, Alberta T7P 2H5  
Attention: M Schiller, FCSS Program Supervisor  
Email: [mschiller@westlock.ca](mailto:mschiller@westlock.ca)

**REPORTS TO: FCSS PROGRAM SUPERVISOR**

**INCUMBENT: FCSS HOME SUPPORT WORKER**

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Reporting to the Program Supervisor of Westlock & District FCSS, the FCSS Home Support Worker provides in-home assistance to seniors, helping maintain a clean, safe, and comfortable living environment. This role focuses on light housekeeping duties while offering respectful companionship and emotional support.

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**Key Responsibilities:**

- Perform light housekeeping tasks including dusting, vacuuming, tidying, washing floors, and cleaning bathrooms, kitchens (stove and fridge), and laundry.
  - Support seniors, individuals with disabilities, and those experiencing illness with daily household needs.
  - Provide friendly companionship and emotional support to clients.
  - Carry out tasks and duties as assigned by the Program Supervisor.
  - Follow written instructions and maintain basic records and documentation as required.
  - Communicate effectively with clients, families, and team members in a courteous and professional manner.
  - Attend required meetings, in-service education sessions, and relevant training programs.
  - Support the efficient operation of the FCSS office by assisting with organization, filing, records management, and maintaining a clean and organized workspace.
  - Adhere to all organizational policies and procedures.
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**Qualifications**

- Valid driver's license and access to a reliable vehicle.
- Current First Aid and CPR certification.
- Successful completion of an approved Criminal Record Check with Vulnerable Sector Check.

**Competencies**

- **Client-Centered Care**  
Ability to understand and respect each senior's preferences, routines, and independence while providing support. This includes maintaining dignity, privacy, and cultural sensitivity.
  - **Safe and Effective Housekeeping Skills**  
Proficiency in light cleaning tasks (e.g., laundry, dishes, tidying, basic sanitation) while using safe practices to prevent slips, falls, or exposure to harmful chemicals.
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- **Observation and Reporting**  
Awareness of changes in a client's physical condition, mood, or living environment, and the ability to accurately report concerns to family members or supervisors.
  - **Communication and Interpersonal Skills**  
Clear, compassionate communication with seniors, including active listening, patience, and the ability to build trust and rapport.
  - **Time Management and Reliability**  
Efficiently prioritize duties, and consistently show up on time, ensuring that essential household tasks are completed during each visit.
  - **Proficiency in basic computer software**  
Microsoft Office including Excell, email and electronic calendar.
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### **Guidance Received**

Directives, manuals, regulations, ordinance, or other written guidelines used regularly by this position are:

1. Direction from the FCSS Program Supervisor;
  2. Town of Westlock Policies and Procedures;
  3. Occupational Health and Safety and Town Health and Safety Policies
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### **Contacts**

This position will have frequent contact with the following:

1. FCSS Program Supervisor
  2. Executive Director of FCSS
  3. FCSS Program Staff
  4. Clients
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### **SIGNATURES**

I have read and understand the contents contained within this job description. The Program Supervisor of Westlock & District FCSS has informed me that this is a general description of the duties, responsibilities and qualifications for the position of Home Support Worker. This description will form the basis for my classification level and the basis for my performance evaluation.

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

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

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