Employment Opportunity
FCSS Home Support Worker – Temporary Casual

Westlock & District Family and Community Support Services (FCSS) is seeking a **Temporary, Casual Home Support Worker (approximately 10-15 hours per week)**. Reporting to the Program Coordinator, 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 will be required prior to commencement of employment.

Westlock & District FCSS offers a competitive salary 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 Coordinator 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 Coordinator
Email: mschiller@westlock.ca

Town of Westlock

FCSS Family and Community Support Services

POSITION DESCRIPTION

POSITION TITLE : Home Support Worker

REPORTS TO : Program Coordinator and/or Director of FCSS

Responsibilities:

- Provide household management (dust, vacuum, tidy up, wash floors, clean bathroom, stove, fridge, and laundry)
- Experience with working with seniors, persons with disabilities, and persons who are ill.
- Provide emotional support
- Activities delegated to the Home Support Worker by the Program Coordinator.
- Must attend in-service educational programs and other relevant training as required.
- To attend at meetings as required
- Must be able to carry out written instructions and keep simple accounts and records.
- Communicate with clients and associates in a friendly, courteous, and professional manner.
- Adhere to policies and procedures which may be developed and implemented from time to time.

Working Conditions

- Act in a professional and responsible manner to protect the integrity of the FCSS Department, including the use of information appropriately to maintain the confidentiality and security of all information related to the program and personal information of program clients.
- Valid Driver's License and reliable vehicle.
- First Aid and C.P.R Certificate
- Approved Criminal Record Check with Vulnerable Sector Check

REVIEWED and APPROVED:

_____ _____

EMPLOYEE DATE

_____ _____

FCSS PROGRAM COORDINATOR DATE

_____ _____

FCSS DIRECTOR DATE