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# Mount Pleasant Neighbourhood House

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## **Better At Home Support Caretaker (Housekeeping)** **Mount Pleasant Neighbourhood House** **Association of Neighbourhood Houses of British Columbia**

**Position Type:** Support Caretaker - Housekeeping

**Date Ad Posted:** September 30, 2018

**Job Region:** Vancouver

**Application Deadline:** November 30, 2019

**Location(s):** Mount Pleasant

**Years of Experience:** Experience working with Seniors

### **Overview:**

Mount Pleasant Neighbourhood House (MPNH) is a community-based, nonprofit organization that operates multi-service and community development initiatives in the diverse neighbourhood of Mount Pleasant. The **Better at Home Support Worker**, under the direction of the Better at Home Coordinator, will be responsible for assisting our senior by providing quality housekeeping services in their homes, thus enabling older adults to maintain an optimal level of independence. The incumbent will be required to perform duties in accordance with ANH guidelines, policies and procedures. The ability to speak a second language would be a great asset to this position but not necessary. Must be able to manage your own calendar and work independently and with little supervision in the field.

### **Duties and Responsibilities**

#### **Primary Duties**

1. Performs housekeeping tasks including, but not limited to, cleaning, vacuuming and laundry helping to maintain a clean and healthy environment in the home.
2. Maintains schedule with senior and reports any changes to the coordinator.
3. Reports to Coordinator any changes in the seniors condition and perceived adjustment in service needs. Also reports unsafe conditions in the seniors home.
4. Completes and submits timesheets on a bi-weekly basis.
5. Makes contact with senior the evening prior to scheduled appointment to confirm the following days visit.
6. Attend trainings and workshops organized by the employer and as related to the position.
7. Performs other related duties as required.

**Qualifications:**

1. Experience in working with older adults in a one-to-one capacity.
2. Very reliable and excellent communication and organisational skills.
3. Has cell phone or means of communication when in the field.
4. Must be able to understand English and communicate in English both verbally and written.
5. Must be able to work independently with a minimum amount of supervision.
6. Must demonstrate concern and interest in providing quality care to clients.
7. Must have the physical and mental ability to perform required job duties.
8. May be requested to work flexible hours, split shifts.
9. Ability to speak another language (such as Cantonese, Mandarin, and Tagalog) would be an asset.
10. **Long term** commitment strongly preferred
11. Clean criminal record check.

**Employment Terms:** Hours can be flexible for that of the employee and aligning with Better at Home policy. Opportunity leading into a full time position and with potential for benefits may be possible. Here we believe in GROWTH! Further career opportunities within other programs at MPNH as well as the Association for Neighbourhood Houses (ANHBC) community may also be possible. It is preferred that the incumbent have flexibility in their schedule.

**We value our employees and encourage their ideas and suggestions to support personal and professional growth and development.**

**Salary:** \$15.91 (Band 3 of ANHBC's salary grid) + travel compensation and vacation pay.

**Application Requirements:** Cover letter, Resume, & 3 references.  
A criminal record check will be completed on the successful candidate.

Please submit application requirements to Shaelee Gummer, Better at Home Coordinator.  
[sgummer@mpnh.org](mailto:sgummer@mpnh.org).

Only shortlisted candidates will be contacted. No phone calls please.

**MPNH is a non-profit, community based organization located in East Vancouver.**

**We are an equal opportunity employer.**

**For more information on MPNH please visit [www.mpnh.org](http://www.mpnh.org).**