



# Mount Pleasant Neighbourhood House

800 East Broadway Vancouver BC Canada V5T 1Y1

MPNH T• 604.879.8208 F• 604.879.4136 E• info@mpnh.org I• www.mpnh.org

Internal / External Posting

## Better at Home – Chinese Speaking Home Support Worker

Mount Pleasant Neighbourhood House

Association of Neighbourhood Houses of British Columbia

Posted: February 2022

Closing: Until position filled

### 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 **Home Support Worker - Housekeeping**, under the direction of the Coordinator, will be responsible for assisting seniors by providing quality housekeeping services in their homes, thus enabling older adults to maintain an optimal level of independence. Must be able to manage your own calendar and work independently and with little supervision in the field.

### Responsibilities

1. Performs housekeeping tasks under Covid guidelines as set out by employer to individual senior's homes. This includes, but not limited to, cleaning, vacuuming and laundry, helping to maintain a clean and healthy environment in the home.
2. Upon the first housekeeping visit, will report back conditions of home in order to determine if a fit with light housekeeping.
3. Schedule and maintain their own calendar using Outlook or online calendar.
4. Reports to Coordinator, any changes in the senior's condition and perceived adjustment in service needs or scheduling. Also reports unsafe conditions in the senior's home.
5. Submit timesheets through an online system on a bi-weekly basis
6. Makes contact with senior the evening prior to scheduled appointment to confirm the following days visit and conduct a brief Covid Questionnaire.
7. Attend trainings and workshops organized by the employer and as related to the position.
8. Performs other related duties as required.





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## Qualifications

1. Experience working with older adults in a one-to-one capacity.
2. High degree of communication and organization.
3. Ability to anticipate and recognize seniors needs.
4. Must be able to work independently, in multiple home and with a minimum amount of supervision.
5. Must demonstrate concern and interest in providing quality care to clients.
6. Must have the physical and mental ability to perform required job duties.
7. May be requested to work flexible hours, split shifts, attend meetings
8. Has cell phone and able to text when in the field.
9. Must have working internet and understanding of Outlook.
10. Both Cantonese and Mandarin preferred but either one accepted; basic verbal and written English skills.
11. **Long term** commitment strongly preferred.
12. Clean criminal record check and must comply with Covid-19 safety protocols

**We believe in GROWTH! Further career opportunities within other programs at MPNH and the Association for Neighbourhood Houses (ANHBC) community are possible.**

**Employment Terms:** Part-time position at 14 hours a week (3 month probation period)

**Salary:** \$17.16 per hour (Band 3 step 1 of ANHBC's salary grid). 6% vacation.

**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.**

