



**CHIPPEWAS OF GEORGINA ISLAND  
FIRST NATION**

# **JOB POSTING**

## **Indoor Homemaker**

**Reports To:** Ontario Works Administrator

**Classification:** Full-time

**General Description of Duties:**

- Travel to and from clients' homes within an established schedule.
- Complete household tasks which include but are not limited to laundry, making the bed, vacuuming, wiping kitchen surfaces, dusting furniture and other duties as directed by the Supervisor.
- Interact with the client, the caregiver and other members of a client's support network in a professional and respectful manner.
- Plan and prepare meals and special diets.
- Remains flexible and innovative in all approaches to providing a high quality of care.
- Evaluate the effectiveness of current programming and provide feedback on new programming.

**Qualifications:**

- Able to take initiative, work independently, and exercise good judgment.
- Demonstrated computer skills in Microsoft office Suite (Outlook, Word, Excel, PowerPoint, Publisher)
- Strong customer service skills
- Excellent communication skills, both verbal and written
- Good organizational skills, with the ability to plan and prioritize effectively.
- Ability to work flexible work hours, including evenings and weekends as needed
- Ability to obtain and maintain a Police Information Check with Vulnerable Sector
- Must possess a valid class G drivers license
- Current certification in first aid/CPR with AED
- Grade 12 education or equivalent.
- Personal Support Worker Certificate or equivalent, preferred skill

**Closing Date:** Open until filled

**Contact:** Kevin Winch, Director of Operations

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**\*\*\*Only applicants meeting the minimum requirements will be contacted\*\*\***

Resumes may be submitted by fax or e-mail. Job Description is available upon request.

**Posted: August 25, 2025**