REPOSTED: July 13, 2026.

EMPLOYMENT OPPORTUNITY
JOB POSTING

Position: Homemaker (Homeworker)
Vacancies: One (1)
Job Period: Full-Time Permanent Position – 37.5/hrs weekly
Start Date: As soon as possible
Salary: TBD
3 Month Probation

Position Summary:

The homemaker will assist the elderly and disabled with light housekeeping service to entrust clients to remain in their homes and the community as long as it is safe to do so. The homemaker will prevent, shorten or delay hospitalization and /or admission to a long-term care facility. The homemaker will prevent, shorten or delay deterioration and assist family caregivers to continue caring for their family members. Homemakers will demonstrate sensitivity and respect for those in their care. The homemaker will report to the Health Manager.

Duties and Responsibilities:

- Clean clients homes and maintain a clean, healthy and safe living space.
- Assist with client well being, schedule appointments and advocate when needed.
- Assist with dressing, grooming, laundry and meal prep as needed.
- Take clients grocery shopping, banking, and all errands as suited to their needs.
- Assists clients to and from programming, in the community and out of the community.
- Assists clients to renew identification,status cards, health cards etc.
- Forward cleints requests to the proper departments (i.e. Ontario Works, ODSP)
- Coordinate seniors programming, events and outings (Meals on Wheels, 50+ luncheon, Lunch & Craft programs).
- Monitor emails on a regular basis.
- Send out emails, invites to surrounding communities to our events and programs.
- Network with surroundings First Nations, Health departments, etc.
- Laise with Nurses, health reps as needed.
- Laise with the homecare team regularly on client's well being.

- Report and file all incident reports into clients file and Mustimuwh.
- Data entries of all activities and home visits and in Mustiwuwh.
- Maintain clients file, hard copy files and in Mustiwuwh.
- Assist with assessment taking.
- Report any vehicle concerns to the Maintenance workers.
- Submit cheque requisitions and travel claims form for programs
- Clean up after programs and events.
- Prepare and deliver meals to clients.
- Assist with medical transportation duties (i.e. maintain appointment files, use of medical transportation forms, assist with medical appointments when needed, submit prior approvals to ON Medical Transportation)
- Assist with Food Hamper program.

Qualifications:

- High school diploma is preferred.
- Minimum 1 year of experience working with public.
- Minimum 1 year of experience working with the elderly and disabled.
- Previous experience within a hospital or seniors/extended care environment would be an assets.
- Intermediate proficiency in Microsoft word, Excel, Power Point, Publisher, internet and email software.
- Able to work flexible hours, including days, evening, nights and or weekends
- Provide an up-to-date immunization record.
- Able to complete repetitive tasks, lift 50 lbs.
- Valuable knowledge on how to secure a wheelchair into an accessible vehicle.
- Certification on First Aid and CPR.
- Certification on WHMIS.
- Safe food Handling Certificate.

Work Conditions:

- Working in an office environment.
- Operation of a desktop computer.
- Flexible hours when needed.
- Interaction with employees, management, community and the public.

Preference may be given to Indigenous candidates with relevant on-reserve employment experience and/or those with knowledge and understanding of Shawanaga First Nation history and community.

Successful candidates must be able to produce and maintain a clean Criminal Record Check.

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Only those applicants selected for an interview will be contacted. Thank you for your interest. Please submit a resume with a cover letter and three (3) current work-related references in person, email or fax to;

Monica Verma
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Shawanaga First Nation
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