

Lookout Housing and Health Society is a “social safety-net” providing minimal-barrier housing and a range of supportive services to assist adults with low or no income who have few, if any, housing or support options and who are challenged in meeting personal needs and goals.

JOB DESCRIPTION – HOMEMAKER

Classification: Environmental Services
Benchmark: Housekeeper – 80300
Grid: 1

Date Prepared: January 28, 2002
Date Updated: July 18, 2023

JOB SUMMARY:

The Homemaker reports to the Site Manager and works in accordance with the mission and philosophy of Lookout Housing and Health Society including following Lookout’s Code of Ethics. The Homemaker performs a variety of cleaning duties ensuring the cleanliness and tidiness of resident and/or shelter rooms and communal areas.

DUTIES AND RESPONSIBILITIES:

- Clean rooms, change and make beds, do laundry, keep supplies organized and stocked, keep personal care supplies organized.
- General cleaning, laundry, washing, and disinfecting areas such as walls, windows, ceilings, floors, carpets, air vents, furniture, mattresses, blinds, and washrooms.
- Organize donations and oversee and direct volunteers.
- Assist clientele with personal hygiene and nutrition as needed.

QUALIFICATIONS & COMPETENCE:

- Minimum Grade 12 education plus one (1) year of recent related experience; or an equivalent combination of education, training, and experience
- **Must have current Occupational First Aid Level 1 Certificate**
- **Must have two doses of COVID 19 Vaccine**
- Crisis Intervention Skills Training is an asset
- Ability to work independently or in a team setting
- Ability to manage and organize workload
- Demonstrated ability to communicate effectively and clearly, both verbally and in writing
- Must understand and maintain clientele/worker boundaries
- Ability to work with disadvantaged and challenging adults in a diverse environment
- Quick learner and self-motivated
- Strong physical and mental ability to perform work tasks
- Must be able to operate job related equipment such as laundry machines, etc.
- A minimum of two (2) years of sobriety if you have had concerns related to alcohol and/or drug use
- Criminal Record Clearance – Vulnerable Sector

As of the signed date, I have read and understood the above job description.

Signature

Date