



EMPLOYMENT OPPORTUNITY

HOME MAINTENANCE WORKER

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is currently seeking a temporary, full-time **Home Maintenance Worker** to join our Administration for a 6-month contract. The Home Maintenance Worker reports to the Community Health Nurse and is responsible for providing primarily exterior home maintenance and minor home repairs for eligible clients in the Community. This position requires excellent customer service and interpersonal communication skills and a strong work ethic.

MAIN RESPONSIBILITIES

The Home Maintenance Worker will be responsible to:

- Ensure the safety and adaptation needs of clients are met via installation of support bars, railings, etc.
- Check and report any extraordinary maintenance or safety concerns to the Supervisor
- Provide appropriate level of service to all clients as assigned and noted in the monthly calendar
- Accompany Supervisor on quarterly home visits to clients to review services being provided and ensure client satisfaction
- Perform various preventative, routine and seasonal home maintenance duties for clients including:
 - Basic plumbing such as repairing leaky faucets, broken pipes, etc.
 - Interior and exterior painting, window washing and basic carpentry
 - Changing light bulbs and smoke detector batteries
 - Deck and porch repair
 - Installation of clotheslines when requested
 - Hanging wall fixtures, safety bars or décor
 - Ensuring mailboxes are kept in good order for incoming mailing delivery
 - Cutting, piling, splitting and delivering wood
 - Lawn maintenance such as grass and brush cutting, raking leaves and removal of fallen trees
 - Assisting with planting, watering, weeding and harvesting of gardens
 - Clearing snow from driveways, steps, ramps, pathways, garbage bins, and mailboxes
 - Salting and/or sanding driveways, steps, ramps and walkways prior to and immediately following snow or ice storms
 - Hanging Christmas lights and outdoor decorations
 - Cleaning chimneys, stove pipes and gutters/eavestroughs
 - Winterizing doors and windows
 - Water delivery
 - Picking up and removing garbage and other debris in and around the property
 - Assisting with more difficult tasks in and around the home as required
- Perform other duties as assigned from time-to-time by Chief and Council or the Director of Finance/Administration

QUALIFICATIONS

- Valid Ontario Class G2 Driver's License **a must**
- Grade 12 diploma or equivalent preferred
- Current CPIC
- Basic home maintenance and carpentry skills
- Previous brush cutting or landscaping experience an asset
- Chainsaw Safety Certification preferred
- Ability to stand, bend, reach and twist for long periods of time
- Ability to lift up to 20lbs continuously
- Previous experience providing respectful and compassionate service to Elders preferred
- Current First Aid and CPR Level C
- Excellent customer service and interpersonal communication skills
- Exceptional organization and time-management skills
- Professional attitude and a strong work ethic
- Must be able to work with little supervision; must be self-directed
- Willingness to work rotating and flexible hours a must

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

\$20.52/hour

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.