



# Municipal District of Spirit River No. 133 Family and Community Support Services



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## Job Description

**Position:** Home Support Worker

**Responsible To:** FCSS Coordinator, Chief Administrative Officer - MD # 133

**Purpose of Position:** To provide a variety of services needed to help persons remain living independently and comfortably at home during the process of aging, short-term illness or after the birth of a new baby.

### **Qualifications Required:**

- Must have RCMP Security Clearance with associated criminal security check pertaining to the vulnerable sector of persons
- Must be 21 years of age or older
- Must have knowledge of, and empathy with, the needs of seniors and persons with disabilities
- Must have the ability to deal with the public in a courteous and tactful manner
- Must have physical ability to perform assigned duties
- Must have ability to maintain an effective working relationship with the public, the FCSS board, the FCSS Coordinator, and MD #133 Chief Administrative Officer.

### **Areas of Responsibility:**

- To keep in close contact with the client either by phone or in person.
- To report any changes in the client or the clients environment to the FCSS Coordinator
- To abide by the Oath of Confidentiality signed upon hiring
- To work with the FCSS Coordinator and clients to best meet the needs of the client
- To inform the FCSS Coordinator of vacations, illness etc. that would necessitate a substitute worker, with as much advance notice as possible
- To treat clients with respect and dignity

- To perform duties within the guidelines of the home support program and any other requests as discussed with the FCSS Coordinator

**Administration:**

- Maintain an accurate record of all hours' worked and any abnormal incidents that may occur
- Submission of time sheets prior to the 25<sup>th</sup> day of each month
- Keep an accurate record of any fees collected directly from clients and promptly submit to the MD office

**Expectations:**

- Abide by the FCSS personnel policies and procedures
- Keep the FCSS Coordinator up-to-date and informed of any concerns, developments, situations etc.
- Submit monthly timesheets and any eligible expense claims
- Provide positive leadership dealing calmly, courteously, fairly and tactfully with all clients
- Perform any other duties as may be assigned by the FCSS Coordinator or the Chief Administrative Officer of the MD of Spirit River
- To adhere to home support worker guidelines as printed

**Specific home care duties may include:**

- Light housekeeping, menu planning, basic meal preparation, laundry services, yard and lawn work, snow shoveling, basic home maintenance within reasonable limitations. Any other unusual requests to be discussed with the FCSS Coordinator.

**NO PERSONAL CARE, ADMINISTRATION OF MEDICATIONS, OR CHILD CARE SERVICES CAN BE PROVIDED THROUGH THIS PROGRAM**