



## LOOKOUT EMERGENCY AID SOCIETY

# *Job Description*

*Lookout Emergency Aid Society is the “safety net” which provides minimal barrier housing and a range of services to destitute and low income adult men and women who have few, if any options, and who demonstrate an inability to meet their own needs.*

Job Title: **Homemaker**

Classification:

Benchmark Match: Housekeeper - 10300

Date Prepared: January 28, 2002

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### ***JOB SUMMARY:***

The Homemaker reports to the Building Support Services Manager or designate and works in accordance with the mission and philosophy of Lookout Emergency Aid Society including following Lookout’s Code of Ethics. Duties and responsibilities include performing a variety of homemaking duties such as sweeping, mopping floors, vacuuming, dusting, laundry and washing walls, furnishings, windows and ceilings.

### ***DUTIES AND RESPONSIBILITIES:***

1. Performs a variety of cleaning duties such as checking the cleanliness and tidiness of resident room(s) and communal areas, cleaning, washing, and disinfecting areas such as walls, windows, ceilings, floors, carpets, air vents, furniture, mattresses, blinds and washrooms by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing and buffing. Reports any damage or areas requiring janitorial or maintenance attention to the Janitor/Maintenance Worker.
2. Performs a variety of duties related to laundry including changing linens in rooms, laundering soiled garments, ensuring all laundry is disinfected through the wash procedure and organizing and maintaining required homemaking supplies and laundry room.
3. Maintains first aid supplies and personal hygiene items such as razors and bandages by performing duties such as ordering supplies, receiving supplies and ensuring items orders are received.
4. Performs a variety of duties related to donations of clothing including accepting, organizing, cleaning and distributing donations.

5. Provides direction to client(s), volunteer(s) and/or community placements assigned to work area by performing duties such as demonstrating tasks, monitoring work, supporting client(s), volunteer(s) and/or community placements in completing functions and documenting attendance.
6. Participates as a team member with other staff to ensure a safe and caring environment by performing duties such as responding to emergency issues, attending general and team meetings and supporting others through methods such as sharing of knowledge and information.
7. Observes clients and their environments to ensure the safety of clients and the premises by performing duties such as reporting unsafe conditions, incidents and/or behaviours, interacting with clients including observing client behaviour, investigating disturbances, dealing with client emergencies in accordance with guidelines and reporting incidents to appropriate staff or authorities. Records observations for communication to other staff.
8. Assists clients through methods such as helping clients to dress and bathe, providing mobility assistance, assisting with bed making and ensuring meals are eaten.
9. Performs other related duties as assigned.

## ***QUALIFICATIONS:***

### ***Education, Training and Experience***

Grade 12, Basic First Aid Training Certificate, plus one (1) year of recent related experience or an equivalent combination of education, training and experience.

Crisis Intervention Skills Training an asset.

A minimum of two years' sobriety if having alcohol and/or drug problems.

### ***Skills and Abilities***

- i) Demonstrated ability work independently.
- ii) Demonstrated ability to communicate effectively both verbally and in writing.
- iii) Demonstrated physical/mental ability to perform the duties of the job.
- iv) Demonstrated ability to operate related equipment.
- v) Demonstrated suitability to work with disadvantaged and challenging adults in a diverse environment.
- vi) Demonstrated ability to organize work.
- vii) Demonstrated ability to deal with others effectively.
- viii) Demonstrated ability to provide work direction.
- ix) Demonstrated ability to understand and maintain client/worker boundaries.