

Prince George Native Friendship Centre

Requires an Term Housekeeper for the Prince George Better at Home Program

Internal/External Job Posting

Job Summary:

The Prince George Native Friendship Centre needs a Term Housekeeper for 2 months. The position provides a service that will help keep our seniors/Elders in their homes. This is a program that provides non-medical home support to seniors. This is a part time 2 month term position for 20 hours per week and reports to the Coordinator of the Better at Home Program.

Position Duties:

- Report any safety, health, or other concerns with seniors/Elders or home environment to the Program Coordinator
- Reports to Program Coordinator at the beginning of each day for work assignments
- Build positive and supportive relationships with seniors/Elders
- Provide light housekeeping/light maintenance services determined by the Program Coordinator

Qualifications:

- Familiarity with seniors/Elders and the Aboriginal community
- Housekeeping experience is an asset
- Ability to work independently and as a team member.
- Ability to build relationships with clients
- Oral and written communication skills
- Class 5 driver's license and own vehicle to use for work
- Criminal record check is a requirement
- Basic computer knowledge

To apply please submit a resume, cover letter and three references to:

**Prince George Native Friendship Centre
1600 Third Avenue
Prince George, BC V2L 3G6
Email: employment@pgnfc.com**

Applications will be accepted until **12:00 noon on November 2nd, 2018**. No telephone inquiries please. We thank all applicants, however, only those selected for interviews will be contacted.