



# Prince George Native Friendship Centre

*Our people make a difference in the community!*

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**Job Title:** Casual Housekeeper  
**Department:** Better At Home Program  
**Reports To:** Coordinator of Better at Home Program  
**Closing Date:** March 16, 2017 @ Noon

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## SCOPE OF POSITION

The Prince George Native Friendship Centre needs a **Casual Housekeeper** for the Better at Home program. This program provides non-medical home support to seniors and the position provides a service that will help keep our Seniors/Elders in their homes. This is a casual on call position.

## QUALIFICATIONS

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

## DUTIES

The range of duties is varied, but at a minimum will include:

- Report any safety, health, or other concerns with clients or home environment to the Program Coordinator
- Report to Program Coordinator at the beginning of each day for work assignments
- Build positive and supportive relationships with clients
- Provide light housekeeping/maintenance services determined by the Program Coordinator,
- This is a casual on call position
- Reports to the Better at Home Coordinator of the Prince George Native Friendship Centre
- Other duties, as required.

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**To apply, send a cover letter, resume and three references to:**

**Prince George Native Friendship Centre  
1600 Third Avenue  
Prince George, BC V2L 3G6  
Fax#: 250- 563-0924  
E-mail: [employment@pgnfc.com](mailto:employment@pgnfc.com)**

***Applications will be accepted until Noon on March 16, 2017***

***No telephone inquiries please.***

***We thank all applicants; however only those selected for interviews will be contacted.***

*"Power of Friendship"*