



## JOB POSTING

### Seniors BAH Housekeeper

Burnaby Neighbourhood House is a community driven and community funded agency located on the unceded territories of the Tsleil-Waututh (səlilwətaʔt), Kwikwetlem (kʷikwəʔləm), Squamish (Sḵwxwú7mesh Úxwumixw) and Musqueam (xʷməθkʷəy̓əm) nations with a unique focus on neighbours supporting neighbours.

We are looking for a passionate and empathetic team player to provide light housekeeping services to frail/low income seniors to help them age safely at home. As part of the Seniors team, this position will include a 30 minute social visit/check-in with seniors to ensure their well-being.

#### General Duties and Responsibilities:

- Arrive at Seniors home on time for appointments
- Perform tasks such as mopping, vacuuming, sweeping, dusting, stripping and remaking the bed, laundry, cleaning bathrooms and kitchens, removal of garbage
- Build relationship with seniors and answer general inquiries regarding programs and services
- Stay up to date regarding programs and services for referrals
- Provide updates to Coordinator regarding seniors
- Provide referrals to internal and external community services and supports as needed
- Collect and maintain records/statistics on clients and services for the programs according to the confidentiality/privacy policy of the organization.
- Collect and track payments from seniors as needed
- Create surveys, forms and posters as needed
- Attend meetings that relate to seniors' issues as necessary
- Work as part of the BNH staff team and perform related and other duties as assigned.

#### Qualifications:

- Ability to perform physical tasks
- Passion for supporting seniors to overcome barriers.
- Excellent communication and interpersonal skills working with seniors

CARE

CONNECT

ENGAGE

BELONG

SOUTH HOUSE: 4460 Beresford St. Burnaby, BC V5H 0B8

P: 604-431-0400

info@burnabynh.ca

NORTH HOUSE: 4908 Hastings St. Burnaby, BC V5B 1P6

P: 604-294-5444

northinfo@burnabynh.ca

BRENTWOOD: 2055 Rosser Ave. Burnaby, BC V5C 5Y1

P: 604-299-5778

info@bbyservices.ca

[www.burnabynh.ca](http://www.burnabynh.ca)

- Work independently and dynamically as part of a team. Willingness to be flexible and adaptable in the workplace
- Ability to work effectively with a diverse population
- Ability to prioritize and delegate in a fast-paced, diverse, community environment
- Valid driver's license and comfortable driving in Burnaby
- Current Emergency first-aid certification or willing to obtain
- Current Food Safe certification or willing to obtain
- Additional language is an asset.
- Access to a car an asset

**Other Details:**

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply
- Will require travel to and between various Burnaby Neighborhood House locations

**Accountability:** This position reports to the Better at Home Program Coordinator.

**Hours & Pay Rate:** 20 hours per week. \$23.39 per hour.

**Start Date:** *As soon as possible*

**Deadline:** *Until position is filled*

**To apply please Email resume to:** [emilyc@burnabynh.ca](mailto:emilyc@burnabynh.ca)

**Thank you for your interest in this position, however, only short-listed candidates will be contacted.**

**\*No phone calls please\***

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