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**Job Posting #: 03\_2025\_KS**

## **INTERNAL AND EXTERNAL JOB POSTING**

### **NELSON CARES SOCIETY - KOOTENAY SENIORS PROGRAM**

#### **POSITION: HOME HELP SUPPORT WORKER / LIGHT DUTY CLEANER**

#### **PART TIME POSITIONS AVAILABLE/FLEXIBLE SCHEDULING AVAILABLE**

#### **LOCATION: NELSON**

Nelson CARES Society is a not-for-profit organization that provides programs and initiatives in advocacy, housing, employment support services, and environmental stewardship. The Kootenay Seniors Program is one of its programs that provides information, resources, and coordination of services for seniors.

#### **Description of Position:**

The goal of the Kootenay Seniors Home Support Program is to provide non-medical supports that enable seniors to remain in their own homes for as long as possible. The Home Support Worker provides light housekeeping duties, laundry, for seniors in the Nelson area. The Home Support Worker is able to work on their own and have their own transportation, as well as a genuine interest in helping seniors. The Home Support Worker reports to the Kootenay Seniors Home Support Program Coordinator.

#### **Duties and Responsibilities:**

1. Clean each client's home efficiently so as to complete tasks within the scheduled time allotted.
2. Thoroughly clean the bathroom, sweep/vacuum and wash floors at every appointment
3. Dust, wipe counters and cupboards, and other tasks as requested and as time allows
4. Do the client's laundry if laundry facilities are onsite (in home or in building) if requested and time allows.
5. Be prepared to perform occasional cleaning tasks such as wiping blinds, windowsills, front of fridge, etc. if requested and time allows.
6. IF you have a little extra time at the end of an appointment and the senior desires, feel free to spend 10 – 15 minutes visiting with the client.
7. Check in and check out via text with your supervisor (or designated appointee) before and after each appointment.
8. Advise your supervisor as soon as possible if a client is not home when you arrive or cancelled at the door so their appointment record can be revised accordingly
9. Report back to supervisor any concerns you may have about your clients' health or wellbeing. If the client reports any kind of abuse or neglect, report to your supervisor at your next available break between appointments. Do not discuss these issues with your client but encourage them to call your supervisor.
10. Assist your supervisor with completing Incident Reports that may arise during your appointments.
11. If a client has questions or complaints about their schedule or their monthly invoice, direct them to call your supervisor. Report the concern to your supervisor at your next available break between appointments.

12. Keep track of your appointments via the e-mailed schedule and keep it up to date with subsequent revisions sent.
13. Adhere to all Nelson CARES and Kootenay Seniors Policies and Procedures as directed.

**Qualifications and Requirements:**

- Criminal Record Check (*application to be completed by Nelson CARES upon hiring*)
- Valid Canadian Driver's License and reliable form of transportation
- Access to email and text messaging

**Start Date:** As soon as possible

**Hours:** Part-time

**Remuneration:** \$23.75 per hour

**Application Deadline:** Ongoing until filled.

**How to Apply:** Please e-mail a cover letter and current resume with three references to:

**Paris MacDougall**

**Home Support Coordinator – Kootenay Seniors Program**

**Email:** [homesupportcoordinator@nelsoncares.ca](mailto:homesupportcoordinator@nelsoncares.ca)

*Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications.*