



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Homemaker
DEPARTMENT: Community Services
SUPERVISOR: Community Health Representative
TERMS: On-Call
REFERENCE #: 2026-073

PURPOSE OF POSITION:

The purpose of this position is to complete a specific list of household tasks required to maintain a safe and supportive environment for their clients. Homemaking services are not to replace the care provided by families, but to enhance the life of the TteS members.

DUTIES AND RESPONSIBILITIES:

- **Provides housekeeping and homemaking services to improve the quality of life of Community Members in accordance with the approved practices, policies, standards and guidelines. (95%)**
- Clients will be assessed by the Community Health Representative and Q'wemtsín Health Society Home Care nurse to determine which of these services clients are in need of.
- Services provided by the homemaker include:
 - Garbage removal
 - Dishes
 - Laundry
 - Sweeping, vacuuming, mopping floors
 - Dusting
 - Cleaning bathroom, sink, tub & toilets
 - Washing inside windows
 - Cleaning major appliances, fridge, stove.

Homemakers may only in extreme emergency situations and underwritten direction of Community Health Representative:

- Provide rides for clients
- Prepare meals
- Do shopping

- Homemakers are required to have each client sign their work form on a daily basis.
- Keeps Community Health Representative informed regarding client progress, noting client improvement or deterioration in ability to perform daily tasks.
- Observes and informs Community Health Representative of any obvious changes in clients health.
- Attends Community Services staff meetings as required.
- Participates in training programs as requested by the Community Health Representative.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the TteS.

- **5% Other related duties as necessary.**
- Assists with the various departmental social functions such as picnics, parties at the direction of the Community Health Representative.

Professional Certification, Education and Experience:

Completion of Grade 12 and 1 year of homemaker experience or an equivalent combination of education and experience.

Must have a current valid Class 5 Driver’s License and reliable transportation.

Must pass a Criminal Record Check.

Experience/training homemaking for Elderly or infirm persons within a First Nation community is an asset.

Skills and Abilities:

- Good communication skills.
- Knowledge of cleaning and homemaking skills.
- Strong organizational and planning skills.
- Ability to take initiative.
- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in multi-cultural settings.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: Starting at \$20.08-\$29.53 depending on education & experience.

Tk’emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is open until filled.

**Submit Job Application Form, cover letter, resume, and references
 online: <https://tkemlups.ca/employment/>
 or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
 Office Hours are Monday to Friday 8:00 am to 4:00 pm &
 closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
 an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.