

INTERNAL JOB POSTING COMSER- 26-39

Community Services Department

Nakina Home Support Worker

Date Posted: May 27, 2026

Job Type: Permanent/Full time

Current Job Description Applies CUPE LOCAL 3045

Rate of Pay: \$26.81/hr

GENERAL

Provide homemaking services in the form of activities that assist service recipients living in their home with shopping, light housekeeping, meal preparation, paying bills, caring for children, laundry and training the person to perform these activities.

Service recipients are senior citizens and disabled adults over the age of 55 residing in the Nakina Ward within the Municipality of Greenstone.

QUALIFICATIONS

- Minimum Grade 12 education
- Valid First Aid/CPR
- Valid driver's license and access to a reliable vehicle
- Vulnerable Sector Police Record Check in accordance with Municipal Policy
- Good oral and written communication skills

REPORTING RELATIONSHIP:

- Reports to the Director of Community Services

DUTIES AND RESPONSIBILITIES

- Assists clients with shopping
- Assists clients with meal preparation
- Paying bills
- Assist with light housekeeping such as dust furniture, vacuum and wash floors, clean kitchen, laundry, and household cleaning
- Assist with personal care
- Maintain accurate records of services provided
- Installs and monitors the Lifeline support program in Nakina Ward
- Keep track of travel expenses and submits to the Director of Community Services monthly
- Reports any concerns regarding health and well-being of clients to the Director of Community Services

WORKING CONDITIONS AND HOURS OF WORK

- 35 hours per week

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 pm, June 3, 2026 to:

Al Gordon, Director of Human Resources

Email: al.gordon@greenstone.ca

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.