



**JOB POSTING
HOME SERVICE REPRESENTATIVE
FULL-TIME INDEFINITE HIRE
HOME CARE HOME SUPPORT PROGRAM
DEPARTMENT OF HEALTH**

SALARY LEVEL: GST07 ST 3 \$52,470.16

DEADLINE TO APPLY: SEPTEMBER 25, 2023, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Home Care/Home Support Program Manager, the Home Service Representative (HSR) is responsible to deliver, pick-up, maintain, and inventory all home medical equipment. The HSR will also complete home safety assessments, support the nursing team with medication and supply delivery, install the emergency call systems, provide lawncare and snow removal for vulnerable HCHS clients. The HSR will support the administration tasks for monitoring and reporting HSR duties, managing HCHS vehicle fleet, and installing temporary aluminum ramps.

QUALIFICATIONS:

- High School graduate or equivalent;
- CPR/First Aid.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0