



**Toquaht
Nation**

EMPLOYMENT OPPORTUNITY - Elder and Home Care Support Worker (Permanent Full Time)

About Toquaht Nation

Toquaht Nation is a self-governing modern treaty nation situated on the West Coast of Vancouver Island in Barkley Sound. Known as the *tuk^waaʔath* (Toquaht People), we are a resilient community dedicated to the development of our Nation. We strive to honour the teachings of our ancestors and safeguard our *haahuufi* (traditional territory).

Toquaht envisions a healthy community where *masčim* (citizens) can fulfill their social, spiritual, and economic needs. Guided by our ancestors and rooted in our traditions, we draw strength from our connection to our guiding principles:

- *hišukma čawaak* – Everything is one
- *qwaaʔaλin čawaak* – How we are one
- *ʔuuʔatuk*– Taking care of one another
- *ʔiisaak* – Highest respect

Position Summary

This position reports directly to the Director of Community Services and is responsible for coordinating the Toquaht Elder's Program and our home care support to community members as assessed by the NTC community health nurse. The main priority for the home care support is ensuring Elder's homes are clean and safe. The position will be responsible for coordinating our Elders programming including the Elder's support grant, Elder's Minor Home Repair, and activities to reduce Elder isolation.

Major Areas of Responsibility

The Home Care Support program duties will include home support services for citizens as directed by the Director of Community Services and based on recommendations from Nuuchahnulth Tribal Council nurses to support citizens who experience chronic health challenges and/or are senior citizens.

Responsibilities include but are not limited to:

- Light housekeeping
- Sweep and mop floors
- Dust hard surfaces and high touch points
- Clean kitchen surfaces: fridge, stove, countertops
- Clean bathrooms: floors, toilet, bathtub, shower, sink, and wipe surfaces
- Laundry – wash, dry, fold, include linen (if needed)
- Meal preparation – cut and store fresh fruits and veggies
- Other duties may be identified as needed.



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Toquaht is building our Elder's program. This position will be responsible for supporting the development of this program in collaboration with the Director of Community Services and the Community Health Coordinator. You will administer our current programs such as the Elder Support Grant and Elder's Minor Home Repair Grant. You will work to reduce Elder isolation by conducting regular home visits, supporting Elders to attend Toquaht events (including a monthly Elder group), and ensuring Elders are connected to services that they need.

Qualifications and Experience

- A combination of education, training and experience working directly with elders, seniors or people living with disabilities will be considered
- Experience in janitorial or housekeeping
- Home Support Worker certification or equivalent considered an asset
- Certifications in First Aid, Food Safe and WHMIS or willingness to obtain
- Experience working in Indigenous communities an asset

Knowledge and Abilities

- Knowledge of Toquaht Nation vision, mission, and governance structure.
- Familiarity with the culture and activities supporting Toquaht masčim.
- Friendly, dependable, reliable, and professional service
- Excellent customer service skills
- Ability to communicate effectively, both verbally and in writing.
- Ability to organize work
- Knowledge of Toquaht (or Nuu-chah-nulth) culture and protocol an asset
- Ability to work independently and in a team environment
- Self-starter who takes initiative
- Ability to mentor, train, and supervise others
- Must be able to meet the physical demands of the jobs (physically fit and in good health)
- Ability to operate related equipment
- Willing to work outside of regular hours if needed

Operational Requirements

- Must complete a satisfactory Criminal Records Check.
- Valid Class 5 BC Driver's License
- Understanding of/respect for the culture and heritage of First Nations Peoples
- Always maintain confidentiality and professionalism.
- This position is currently located in Macoah



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What We Offer

Toquaht Nation Government is please to offer a generous compensation package which includes:

- Starting salary is \$34.80/hr based on a 37.5 hour work week
- Extended health and benefits plan (Employer paid)
- Pension plan (5% Employee, 8% Employer)
- 3-weeks vacation plus paid time off over the Christmas holidays
- 15 observed statutory holidays
- 15 days of wellness leave annually
- Professional Development opportunities

To Apply

We invite qualified applicants to submit a resume and cover letter to careers@toquaht.ca, with the position title in the subject line. Please apply as soon as possible, as we will be reviewing on an ongoing basis. We appreciate all applicants for their interest in working with Toquaht Nation, however only those selected for an interview will be contacted.

Persons of Indigenous background will be given preference. S16(1) CHRA

This position is open until filled.