



The Ottawa Aboriginal Coalition acknowledges that we are on unceded Algonquin-Anishinaabe territory.

OTTAWA ABORIGINAL COALITION
INUIT VIOLENCE AGAINST WOMEN SHELTER

DRAFT Job Posting
Housekeeper/Laundry Attendant

Position Summary

The Housekeeper/Laundry Attendant maintains a clean, safe, sanitary and welcoming shelter environment for the women, children, visitors and staff. The work is done proactively by the attendant and by guiding and offering lessons to the community members living in the shelter.

Their work is rooted in Inuit societal values and is designed to provide a safe, welcoming, confidential and culturally respectful environment.

Preference will be given to Inuit or Indigenous candidates.

Key Responsibilities

- Ensure Inuit culture, language and Inuit Societal Values are meaningfully reflected in the shelter's services and environment.
- Clean common areas, public bathrooms and staff areas.
- Support residents to weekly wash and maintain towels, bedding, linens and other laundry.
- Restock cleaning, hygiene and laundry supplies.
- Follow infection-prevention, workplace health and safety procedures.
- Identify maintenance, safety or sanitation concerns and report them promptly.
- Support preparation of rooms and spaces for new residents.
- Respect resident privacy and confidentiality at all times.
- With the property maintenance person:
 - Clean and remove litter/garbage from external areas such as entranceways, sidewalks, and parking lots using appropriate equipment.
 - Place all garbage and recycling in the outside storage area and maintain the area.
 - Ensure all designated outdoor smoking areas are clean and litter free.
- Ensure cleaning materials and supplies are stored in a safe and orderly manner.
- Work in cooperation with other staff and contractors to correct safety deficiencies.
- Ensure building and equipment meet all safety, security and fire regulations and policies.
- Constructively participate in all team meetings, seminars and staff training sessions as required.
- Adhere to all policies and procedures and ensure adherence to program best practices.
- Preserve confidentiality of all residents, clients, staff, students, volunteers.
- Ensure Health and Safety compliance in the workplace by following policies, procedures and best practices and reporting any unsafe environments.
- Constructively participate in all staff and team meetings and training sessions as required
- Prepare monthly reports as required.

- Do all interactions from a strength based, resiliency-based approach.
- Other duties as required

Qualifications and Experience

- Previous housekeeping, janitorial, laundry or institutional cleaning experience is an asset.
- Knowledge of workplace health and safety and safe cleaning practices.
- Ability to work respectfully in a trauma-informed shelter environment.
- Knowledge of Indigenous culture, tradition, language, and Indigenous community.
- Satisfactory background checks is required
- Training or experience in trauma-informed practice, crisis intervention and de-escalation.
- A combination of these qualifications will also be considered.

Preferred Qualifications

- Speaking Inuktitut is an asset
- Valid driver's license and access to own vehicle
- Current First Aid / CPR Certification

For more information and to apply for the job once it becomes open, please go to the OAC website at:

www.ottawaaboriginalcoalition.ca