



truenorth

a safe place for those impacted by abuse

Casual Housekeeping Support (Temporary)

True North - Strathmore, Alberta

Established in 1993 and located 35 minutes east of Calgary in Strathmore, Alberta, True North is a registered non-profit organization that provides ongoing support and services to women, men and children who are affected by family violence. We are committed to a vision of a future where our community is free of violence and our citizens are empowered to resolve conflict in peaceful and productive ways.

Our success is achieved by offering a slate of programming that is diverse and reflective of the needs of the families and community we serve. This includes an emergency shelter program that temporarily houses up to 25 individuals and/or families, as well as outreach, early intervention and public education programming that serves the community at large. We also provide 'wrap around' services such as family violence prevention services in partnership with the RCMP and Alberta Justice. We are considered a valuable service provider in the community and are a member of the Alberta Council of Women's Shelters (ACWS).

This is an opportunity, where True North is seeking a **Casual Housekeeping Support (Temporary)** with skills and experience in common household upkeep such as cleaning, laundry, organization and communication. This position reports to the Operations Manager.

The Role

This position is available beginning on February 24, 2025. This is a temporary position ending on August 24, 2025, with potential to become permanent based on organizational need and grant funding agreements.

32 hours bi-weekly

Monday – Friday 9:00am to 12:00pm (some flexibility on hours may be considered)

This is a casual position with a set schedule with a minimum of 16 hours per week. Potential for increase in hours on an as needed basis.

INTERNAL DEVELOPMENT- Must possess a good understanding of high standards of cleanliness, ability to adapt to change, ethical decision-making skills, ability to work independently within a 24-hour facility. Must attend team meetings and internal trainings and participate within a team setting respectfully and positively.

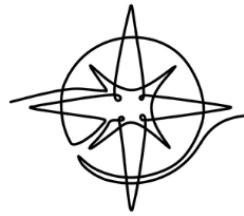
General Duties:

- Sweep, mop, vacuum floors in bedroom and communal areas
- Support with bedroom turnover (washing bedding and making beds, dusting, washing walls, shelves, bedframes, removing garbage)
- Maintain cleanliness of common spaces, wash windows, walls, tables, chairs

True North

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403-934-6634 ext.0
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- Remove recycling, garbage
- Bathroom cleaning
- Support with light outdoor maintenance (water plants, tidy deck)
- Organize and put away program supplies and donations in specified areas
- Potential to support life skills program (cooking, grocery shopping, cleaning kitchen)
- Annual deep cleaning projects as needed/required (baseboards, cupboards, windows, raking leaves etc.)

The successful candidate will possess the following qualifications:

- Ability to work independently
- Experience in housekeeping and organization
- Recent Criminal Record and Child Intervention Checks
- WHIMIS certification
- Strong organizational skills, time-management and communication skills
- Demonstrated ability to deal effectively with multiple priorities in a fast-paced work environment.
- Ability to maintain confidentiality of program participants
- Honest, accountable and ethical

Why True North?

In joining the True North team you will become a part of a dedicated and passionate group of professionals who value healthy workplace culture and wellness. Our team is dedicated to helping all people impacted by abuse through a client centered, strengths-based approach.

True North offers opportunity for trainings throughout the year including, but not limited to Non-Violent Crisis Intervention, First Aid & CPR, Suicide Intervention Training, Health & Safety Training, and WHIMIS training.

True North is committed to building a team that represents the community and clients that it serves. We value and embrace diversity, and special consideration will be made in recruitment and selection of new employees who contribute to a culture of inclusion and equal opportunity.

To Apply:

This position will remain open until 11:59pm **February 10, 2025**. Please email your cover letter and resume as application for this position to jobs@truenorthab.com, attention Operations Manager. Only those selected for an interview will be contacted. Thank you for your interest in the position.

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