

**HOUSE KEEPING  
CASUAL POSITION**

**Organization/Position Overview:**

Throughout Edmonton and area, for nearly five decades, WIN House has given women and children of all ages and cultures a safe place to flee. From passionate professionals and volunteers, to dedicated donors and champions of the cause, WIN House is committed to providing safety, support, relief and resources for abuse victims.

Please submit transcripts, certificates of education, cover letter and a current résumé including brief description of work, workshops taken, any public speaking events undertaken, other accomplishments, i.e. committees, procedures developed, etc., group work (development and/or facilitation).

**Qualifications:**

Experienced with housekeeping at a professional level.

**Personal Qualities and Skills:**

- Good organizational skills with the ability to establish and maintain a quality housekeeping routine with minimal supervision;
- A knowledge of health and safety standards governing a social care facility;
- A knowledge of cleaning materials and use of equipment;
- Ability to be non-judgemental and empathetic to the needs, feelings, and circumstances of women and children in crisis;
- Ability to work as a “team member” with other staff and volunteers;
- Self-motivated and able to work with minimal supervision;
- The ability to deal with work-related stress in a healthy manner.

**Security:**

Applicants will be required to submit a Criminal Record Check, a current Child Welfare check, hold a current First Aid Certificate and must be willing to sign an Oath of Confidentiality if hired.

**Reports to:**

Shelter Director and Housekeeping Coordinator

**The Salary:**

Hourly rate is \$22.05 plus \$1.75 SHD as per the Salary Grid.

Shift: Casual, Call in Basis (Day or Overnight)

Posting: March 22, 2019

Application Deadline: March. 29, 2019 at 4pm

Applications must be submitted to Kayla Das, Intensive Case Manager by email at [employment@winhouse.org](mailto:employment@winhouse.org).