



Employment Opportunity
Temporary Full-time Maintenance Assistant
Summer Student Position – 9 weeks

Under the supervision of the Assisted Living Manager, the Maintenance Assistant at M'akola Assisted Living Building will assist in the appearance of the building and ensuring timely completion of exterior and interior work orders. The Assisted Living Project is located on the Traditional Territory of the Cowichan Tribes of Duncan, BC, referred to as, "Ts'i'ts'uwatul' Lelum". The Maintenance Assistant will represent M'akola Housing Society and embrace the vision to improve living conditions for Elders, seniors, people living with a disability and Aboriginal people while encouraging and reinforcing traditional practices and cultural beliefs. The incumbent will ensure the Recreation Coordinator position is represented in a professional, responsible, and respectful way at all times.

SUMMARY OF DUTIES to assist Maintenance worker:

- Basic plumbing;
- Carpentry;
- Painting;
- Minor drywall repairs;
- Minor electrical repairs;
- Minor appliance repairs;
- Caulking;
- Sanitizing garbage and recycling bins;
- Changing air filters;
- Exterior maintenance;
- Grounds and landscaping;
- Other duties as required.

SKILLS, ABILITIES AND TECHNICAL KNOWLEDGE:

- Deal effectively, tactfully and patiently with Elders, seniors, people living with disabilities, and also with Aboriginal/Non-Aboriginal Families and the general public;
- Respond effectively and calmly in crisis situations;
- Safely operate maintenance tools and equipment;
- Ability to lift up to 50lbs regularly and 100lbs occasionally;
- Be reliable and punctual;
- Work with a positive team-building approach;
- Understanding the need to socially sensitive to Aboriginal issues and concerns;
- Read and follow the M'akola Housing Society's Policies and Procedures, vision, mission and values;
- Able and willing to take direction and follow procedures;
- Works with the Maintenance staff to solve problems in a safe environment;
- Will be educated on safe practice in the use of all cleaning products and expected to follow procedure;
- Has current Level 1 First Aid certificate, or willing to take training;
- WHMIS training, or willing to take training;
- Enrolled in Residential Building Maintenance Worker program preferred.

OTHER REQUIREMENTS:

- Criminal Record Check clearance upon selection;
- Canada Summer Jobs eligibility:
 - MUST be between 15 and 30 years of age at the start of the employment;
 - MUST have been registered as full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;

- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
- Preference will be given to applicants of Aboriginal ancestry (**please self-identify**) as per Section 41 of the BC Human Rights Code.

Please submit your resume and cover letter to the attention of:

Audrey George, Assisted Living Manager
5755 Allenby Rd., Duncan BC V9L 0E6 fax: (250) 597-2251 email: ageorge@makola.bc.ca
(by mail/email/fax or in person)

Closing Date: May 24, 2017 @ 4:30 PM

Only those selected will be contacted.