



SAUGEEN FIRST NATION

JOB DESCRIPTION

Title:	Home & Community Care (HCC) – Laundry Support Staff
Reports to:	HCC Nurse Manager
Terms:	Term Contract - Full-Time – Up to 3 Months
Hours:	35 hours/week
Salary:	\$18.00/hr
Location:	Elder's Building

Position Summary:

To provide care and support to clients, working as part of the team the Laundry Support Staff will assist clients with sorting, cleaning, folding, and returning their laundry, including regular and under garments, linens, etc.

The Laundry Support Staff will be expected to operate residential, and possibly commercial, washers & dryers, manage inventory, and maintain clean, safe, and efficient laundry facilities.

Duties:

- Collect/pick up client laundry from their home/apartment as directed
 - Take laundry to Elder's Building/facility to wash, dry, fold, and neatly place individual client's laundry into labelled hampers and return to client's home/apartment in the same day
- Driving and operating HHC van to transport client's laundry and other possible needs for the HCC department
- Maintaining that the laundry facility is clean and organized
 - Including sanitizing surfaces, removal of trash/refuse, etc.
 - Tracking, storing, ordering inventory (including detergents, chemicals, etc.)
- Ensure that laundry machines are well maintained
 - Preventative maintenance – e.g. cleaning filters, not overfilling with clothing, detergents, powders, chemicals, etc.
- Reporting any concerns and issues to immediate supervisor
- Other duties as assigned by your supervisor
 - May include but not limited to Meals on Wheels deliveries, transporting clients to and from appointments, etc.
- Following safety protocols for handling soiled, infectious, or hazardous items

Qualifications:

- Grade 12 or G.E.D. equivalency
- First Aid/CPR Certificate
- Good physical condition
- Valid Class G driver's license
- Able to work with minimal supervision
- Criminal Reference/Vulnerable Sector Check is Mandatory

Working Conditions:

- Physical Demands – Periods of standing/sitting will be involved throughout the day
 - Lifting objects up to 20lbs
- Environmental – Periods of exposure to outdoors, encountering various weather conditions, safety hazards, and extreme temperatures
- Exposure to dirty/soiled clothing/linens, minimal exposure to hazardous material (laundry & cleaning supplies), etc.

- Mental effort – Stress levels may be low to medium as situations may arise when dealing with the public
- Position/Expected hours of work – Regular full-time hours with ability for even and weekend work as required.

DEADLINE DATE: Friday, April 17th, 2026 @ 4:30 p.m.

(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Saugeen First Nation Band members and persons of Indigenous descent are encouraged to apply.

Successful candidate will be asked to provide a current Vulnerable Sector & Criminal Record Check as a condition of employment.

Applications will be received:

At Office: Attn. Joe Wesley, Governance Building, 519.797.2781 ext.1104

By Email: joe.wesley@saugeen.org

By Mail: Attn. Joe Wesley, 6 Cameron Dr., Southampton, ON, N0H 2L0