

**YOU ARE...**

- ◆ sensitive to the needs of seniors and adults with physical challenges
- ◆ punctual and reliable
- ◆ a good listener
- ◆ patient
- ◆ respectful of confidentiality
- ◆ cooperative
- ◆ compassionate

**ROLE**

To provide brokered home help and maintenance

**BENEFITS**

- ◆ positively impact the lives of clients
- ◆ partnership with Community Care Peterborough
- ◆ training and educational opportunities
- ◆ continue to practice and apply your acquired skill
- ◆ hourly wage

**TIME COMMITMENT**

- ◆ flexible, at the helper's discretion

**RESPONSIBILITIES**

- ◆ brokered home help may include: light housekeeping, light meal assistance, laundry, grocery shopping, etc
- ◆ brokered home maintenance may include: outdoor window cleaning, snow removal, gardening help, lawn maintenance, minor repairs, etc.
- ◆ complete and submit Client Letters of Understanding
- ◆ negotiate fees in line with Community Care's recommendation
- ◆ maintain consistent contact with staff
- ◆ follow Routine Practices for infection control
- ◆ work within the parameters of your defined role
- ◆ represent Community Care in a friendly, professional manner
- ◆ report any problems or concerns about service requests or status of a client
- ◆ attend meetings and training opportunities
- ◆ submit service reports as required
- ◆ be familiar with all Community Care services

**REQUIREMENTS & QUALIFICATIONS**

- ◆ able to work independently
- ◆ strong interpersonal skills
- ◆ experience and skill in home help and/or maintenance
- ◆ able to maintain accurate records

**REPORTS TO:** Coordinator



**BROKERED HELPER****SCREENING REQUIREMENTS**

To join our team, you have successfully completed:

- personal interview
- application form
- brokered services agreement
- police check
- personal reference checks
- general orientation
- program specific training

**OFFICES OF COMMUNITY CARE  
PETERBOROUGH****Apsley ♦ 705-656-4589**

Box 303, 168 Burleigh Street, Apsley, ON K0L 1A0

**Buckhorn ♦ 705-657-2171**

Box 12, 1937 Lakehurst Rd, Buckhorn, ON K0L 1J0

**Chemung ♦ 705-292-8708**

549 Ennis Road, Ennismore, ON K0L 1T0

**Havelock ♦ 705-778-7831**

107 Concession St N, Havelock, ON K0L 1Z0

**Lakefield ♦ 705-652-8655**

Box 001, 40 Rabbit Street, Lakefield, ON K0L 2H0

**Millbrook ♦ 705-932-2011**

Box 257, 22 King Street E., Millbrook, ON L0A 1G0

**Norwood ♦ 705-639-5631**

Box 436, 2281 County Road 45, Norwood, ON K0L 2V0

**Peterborough ♦ 705-742-7067**

185 Hunter St E, Peterborough, ON K9H 0H1

**VOLUNTEER  
OPPORTUNITIES IN:**

- ◆ Attendant
- ◆ Blood Pressure Clinic
- ◆ Board of Directors
- ◆ Diners' Club
- ◆ Foot Clinic
- ◆ Friendly Visiting
- ◆ Fundraising
- ◆ Meals on Wheels
- ◆ Medical Equipment Program
- ◆ New to You
- ◆ Office
- ◆ Personal Distress Alarms
- ◆ Shopping Buddy
- ◆ Speakers Bureau
- ◆ Telephone Reassurance
- ◆ Transportation
- ◆ Wellness/Fitness

