



## Engagement Description

### HOUSEKEEPING VOLUNTEER

#### Position Objective:

Collaborate with staff to assist with tasks that need to be performed related to housekeeping, ensuring that the house is clean and safe for the children and families accessing the services at Roger Neilson House.

#### Roles and Responsibilities:

- Assist staff with **laundry and light household duties** i.e. dusting, keeping inventory in order and tidy, vacuuming/sweeping of floors
- Ensure the Snoezelen Room is clean and well stocked
- Ensure confidentiality of materials and information related to the house, its guests and staff
- Record hours worked
- Inform Administrative Assistant and Personal Support Worker of absences
- Perform other related duties

#### Skills:

- Demonstrated skills in cleaning standards
- Good communication skills, bilingualism an asset
- Ability to demonstrate creative thinking
- Ability to work independently and as a team member
- Good organizational skills
- Tact and diplomacy in dealing with people
- Understanding of pediatric palliative care

<b>Volunteer Reports to:</b>	Manager, Community Engagement and Volunteer Relations Personal Support Worker
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• Volunteer Information Session (2 hours)</li> <li>• Volunteer Orientation, Health &amp; Safety tour of Roger Neilson House (2 hours)</li> <li>• Buddy Training (3 hours)</li> </ul>
<b>Training (Optional):</b>	<ul style="list-style-type: none"> <li>• Palliative Care Training (5 weeks x 3 hours)</li> <li>• Workshops</li> <li>• Volunteer Meetings</li> </ul>
<b>Time Required:</b>	3 hour shifts/once a week
<b>Position Length:</b>	Minimum 1 year
<b>Support Provided:</b>	Support and training opportunities

#### About Roger Neilson House

Roger Neilson House is an eight-bed pediatric residential hospice that welcomes families with children/youth who are living with a life limiting illness that results in increased pain and symptoms and a progressive decline of health.