

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

## ***EMPLOYMENT OPPORTUNITY*** ***House Attendant***

***Permanent Full- Time***

### **Position Summary:**

The House Attendant position is to support the health, safety, and well-being of residents residing at the Transition Home while maintaining the safety and security of the facility and responding appropriately to emergencies as required. The House Attendant is responsible for maintaining accurate documentation, supporting the daily operations of the home, and contributing to a clean, safe, and respectful living environment. The House Attendant is expected to work in a respectful, culturally safe, trauma-informed, and resident-centered manner while functioning as an integral member of the Social Services and Culture Department.

### **DUTIES:**

- Support a safe, respectful, supportive, and welcoming environment within the home.
- Maintain daily shift log and case notes on all pertinent information of events and activities pertaining to the clients and house during shift.
- Encourage resident participation in scheduled household duties and provide support as needed.
- Work in accordance with all Serpent River First Nation and Transition Home policies, procedures, and confidentiality standards.
- Provide support to residents using trauma-informed, culturally safe, and harm reduction practices.
- Conduct regular room and house checks, both inside and outside the home, to ensure safety and security.
- Identify and assess potential risks or emergencies and respond appropriately in accordance with Serpent River First Nations policies and procedures.
- Work collaboratively with internal programs, external services, and community partners to support resident needs.
- Support residents in understanding and following house policies, procedures, and expectations.
- Consults with staff from previous shift and next shift for instructions, reminders & observation on resident behaviours.
- Complete assigned administrative, communication, and documentation duties as required.
- Answer telephone calls and relay messages as required
- Participate in ongoing training, professional development, and community events as required to support the work of the Transition Home.
- Perform other related duties as assigned by Serpent River First Nation Administration

### **QUALIFICATIONS:**

- Social Services Diploma or equivalent post-secondary education, addictions and mental health training and/or experience
- Mature individual, who is able to work independently and make decisions with minimal supervision
- Familiar with residential settings
- Good organizational skills.
- Developed interpersonal skills and the ability to effectively work with the general public, management and employees.
- Excellent communication and problem-solving skills
- Be able to work overtime to meet deadlines and/or emergency situations
- Be able to work flexible hours of work as required

- Proficiency with office suite computer software and office equipment
- Ability to work as a team in a fast-paced environment
- Ability to perform physical tasks such as standing and walking for extended periods, assisting with daily activities, and responding to crisis situations as needed.
- WHMIS certification or ability to obtain within the first three months of employment.
- Naloxone training or ability to obtain within the first month of employment.
- Defibrillator training or ability to obtain within the first month of employment.
- First Aid and CPR Certification
- Must provide a clear criminal reference check
- Vulnerable Sector check required
- Valid Ontario Class 'G' Driver's License with a clear driver's abstract.

#### **Cultural & Community Knowledge**

- Knowledge of and respect for Anishinaabe history, culture, teachings, and values
- Knowledge of the Seven Grandfather Teachings
- Ability to understand Ojibwe is considered a strong asset

#### **Don't meet every qualification?**

If you are excited about this position and meet most, but not all, of the listed qualifications, please still consider applying. We recognize that no one person might have every qualification in this job, and you just might be the right candidate!

***Qualified Serpent River First Nation members or Indigenous applicants will be given priority consideration.***

*Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.*

Interested applicants **MUST** submit a cover letter, resume, and three references from a direct supervisor/manager

Attn: Human Resources-House Attendant  
195 Village Road, Cutler Ontario, P0P 1B0  
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Email: [hr.jobs@serpentriverfn.com](mailto:hr.jobs@serpentriverfn.com)

**By: May 22, 2026 at 4:00 p.m.**