HavenGroup
LIFE SERVICES FOR SENIORS

EMPLOYMENT OPPORTUNITY
AT
HavenGroup

HOUSEKEEPING AIDE – HOUSING:	Open to all qualified applicants (internal/external)
POSTED:	October 30, 2026
POSITIONS AVAILABLE:	.70 EFT Indefinite term position #2 – Cedarwood Supportive Housing and Parkview Apartments
SHIFT LENGTH AND TIMES:	6:00am – 14:15pm (7.75 paid hours per day, every other Saturday)
EFFECTIVE:	November 27, 2026
CLOSING DATE:	November 6, 2026 at 1:00 pm
POSITION NUMBER:	P4-394

This is a "Maternity Leave of Absence Term" and is expected to end on November 26, 2027 but may expire sooner than indicated and will be subject to a one (1) week notice period

ACCOUNTABILITY: Director of Housing

POSITION PURPOSE:
Reporting to the Director of Housing, the housekeeping aide is accountable for the cleaning of all areas at Cedarwood Supportive Housing and Parkview Place, following written tasks using products and equipment assigned to the department. This includes the reporting of unsafe issues in a timely manner. The housekeeping aide will follow Standards, Infection Control and Manitoba Workplace Safety and Health Act and Regulations.

The incumbent will exercise initiative and independent judgment at times in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the Mission, Vision and Values and the policies of HavenGroup.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 10 education

KNOWLEDGE REQUIRED:

- Basic knowledge of cleaning standards in tenant and/or commercial/industrial environment

EXPERIENCE REQUIRED:

- One (1) year experience in residential/commercial/industrial housekeeping

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Ability and sensitivity to work in an environment with seniors

- Demonstrated ability to respect and promote a culturally diverse population
- Demonstrated ability to establish and maintain positive working relationships
- Demonstrated ability to communicate in English verbally and in writing
- Demonstrated ability to problem solve within the responsibilities of the position independently as well as with others
- Demonstrated basic computer skills
- Demonstrated flexibility in adjusting to a changing environment
- Demonstrated ability to meet physical and mental demands of the job
- Demonstrated flexibility to facilitate changes in techniques and procedures
- Completes and maintains satisfactory originals of the Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate

This position may be required to work additional shifts to cover sick, vacation and other vacant shifts in order to meet the operational needs of the facility

Salary as per HavenGroup Housing approved wage scales

HavenGroup offers comprehensive benefit packages that vary dependent on employee status that include:

- Company Pension Plan
- Dental
- Extended Healthcare
- Group Life Insurance
- Disability and Rehabilitation
- Employee Assistance Program

For confidential consideration, please forward your application to Michael Obviar, Director of Housing at mobviar@steinbachhousing.ca. Applications may also be submitted via the following link: https://havengroup.ca/jobs. This position will be posted until filled.

The successful applicant will be required to submit current copies of a Criminal Record Check, including Vulnerable Sector Query, an Adult Abuse Registry Check, and a Child Abuse Check, at their own expense, prior to the start date of employment (original copies required).

We thank all of those who express interest in this position, however,

only those invited for an interview will be contacted.