



**Tłıchǫ Community Services Agency**  
 Dı Nǎke Lanı Nǎts'etso • Strong Like Two People

## IDENTIFICATION

Department	Position Title	
Tłıchǫ Community Services Agency	Housekeeper	
Position Number(s)	Community	Division/Region(s)
27-94002 / 27-08807	Behchokǝ	Marie Adele Bishop Health Centre

## PURPOSE OF THE POSITION

The Housekeeper is responsible for cleaning all clinical, office, and other areas within the Marie Adele Bishop Health Centre in accordance with the Environmental Health Regulations and Infection Control Guidelines. The Housekeeper is responsible for utilizing acceptable safe practices and cleaning techniques.

## SCOPE

The scope of the Tłıchǫ Community Services Agency (TCSA) is to manage the delivery of a range of integrated public GNWT and First Nations health, wellness and education programs and services for the NWT Tłıchǫ Communities of Behchokǝ, Gametı, Wekweètı and Whatı. Established in 2005 as part of the Tłıchǫ Agreement, the Agency is designed to be an interim GNWT organization through which the Tłıchǫ Government will eventually exercise their treaty rights for self-government. The agency serves approximately 3,000 people, employs 230 staff and has an annual budget in excess of 30 million dollars. Programs and services include early childhood education, K-12 education, health and wellness, child and family services, mental health and addictions, and continuing care and independent living.

The Tłıchǫ Community Services Agency vision "Strong Like Two People" is a metaphor for the desire by community leadership to build an organization, and create programs and services that recognize the strength and importance of two cultures. Local Tłıchǫ and non-Tłıchǫ knowledge have complementary strengths which together can achieve solutions to contemporary problems which neither could alone. The failure to integrate local knowledge represents a waste of expertise, and a loss of critical information that may lead to inappropriate or even destructive interventions and strategies.

The TCSA administers all regional health and social services delivered to a population of approximately 3,000 residents of the Tłı̨chǫ region through 3 Community Health Centers and 1 Community Health Station, and for the residents of the Jimmy Erasmus Seniors Home. The TCSA provides and supports the delivery of health care services to adults and children on an outpatient and outreach basis in order to enhance healthy communities' well-being through excellence, accountability and respect for regional diversity.

This position is located in Behchokò and reports to Health Operations Coordinator/Ambulance Team Lead. The incumbent is responsible for cleaning and sanitizing all areas of the Marie Adele Bishop Health Centre, maintaining the cleanliness of the health center vehicles, and practicing infection control standards to ensure adequate cleanliness and prevention of the spread of disease and illnesses.

## **RESPONSIBILITIES**

### **1. Performs general janitorial duties by:**

- Vacuuming, washing, waxing and polishing all floors and stairs, including ambulance office and staff room; cleaning vents and light fixtures and replacing light bulbs throughout the health centre.
- Collecting and disposing of all garbage and waste materials, including replacing full biohazard containers in each room, keeping storage area and housekeeping area clean and tidy, disposing of items as needed and moving furniture.
- Maintaining the hand washing stations throughout the building, ensuring adequate supplies of soap and paper towels.
- Dusting, washing, disinfecting and polishing shelves, desks, furniture, blinds, ledges, sills, counters, sinks, toilets, computers, telephones, etc. This will be completed multiple times throughout the workday, following a schedule.
- Cleaning windows, ceilings, and walls biannually or as needed.
- Keeping the grounds outside the health center neat and tidy, removing garbage on the property, cleaning snow and ice from all stairs and sidewalks.
- Cleaning x-ray machine as directed by Supervisor in collaboration with the Nurse in Charge;
- Maintaining an inventory of housekeeping supplies and ensuring a recommended quota is always maintained; providing supervisor with a list of supplies to reorder.
- Stocking clinical rooms with provided list of supplies and equipment, if required.
- Cleaning health center vehicles quarterly.
- Performing other duties, as may be assigned, from time to time.
- Assisting with mail pick-up and delivery on a rotational schedule.

## **2. Ensures Workplace Health and Safety by:**

- Remaining alert to patient and staff safety by checking for fire, fire hazards, safety hazards, malfunctioning equipment, and reporting all abnormalities to the Supervisor.
- Ensuring all windows and doors are locked before going home during lunch and at the end of the day.
- Ensuring all exits are clear and easily accessible.
- Ensuring all exits can easily open and close.
- Frequently inspecting the health center and reporting unsafe conditions.

## **WORKING CONDITIONS**

### **Physical Demands**

This position requires the incumbent to lift and carry awkward and bulky loads; to lift and move heavy objects; and to bend, reach, stand and/or walk. Janitorial duties including vacuuming, and washing windows, walls and light fixtures, cleaning vehicles, occasionally moving furniture, and snow removal can lead to physical fatigue. These physical demands occur on a daily basis for about 2-3 hours in duration at moderate intensity.

### **Environmental Conditions**

The incumbent will be exposed to hazardous goods, equipment, contagious diseases, biohazard containers, and tuberculosis, and will spend time in cold weather removing garbage from building(s) and clearing snow from stairs and walkways. The job holder will be exposed to fumes, including toxic fumes, that may be hazardous while carrying out general janitorial duties. Overall, these environmental conditions occur daily at low intensity and 2+ hours at moderate intensity.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No significant mental demands are encountered in this position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of standard cleaning procedures, chemicals, products and equipment;
- Knowledge of the Workplace Hazardous Materials Information System – WHMIS;
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals;
- Consistently apply the GNWT Infection Control Policies and Procedures;
- Ability to work under little supervision;
- Effective verbal and listening skills;
- Organizational skills with attention to detail;
- Maintain confidentiality and possess cultural awareness and sensitivity;
- Fluency in both Tłıchǰ and English.

**Typically, the above qualifications would be attained by:**

- Grade 12 Diploma;
- 1-2 years housekeeping/janitorial experience in a similar facility;
- Relevant training in Infection Control and/or Occupational Health and Safety (OHS);  
Or an equivalent combination of education and experience may be considered.
- Class 5 Driver's License

**ADDITIONAL REQUIREMENTS**

**Position Security**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language**

- French required
- French preferred
- French not required