



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Housekeeper	
Position Number(s)	Community	Division/Region(s)
37-5598	Fort Simpson	Health Services/Deh Cho

PURPOSE OF THE POSITION

The incumbent is responsible for cleaning and disinfecting areas within the Elder Care Home at the Fort Simpson Health Center. The incumbent may be required to provide laundry services for the Elders Care Home, Health Center and housing units in accordance with Northwest Territories Health and Social Services Authority (NTHSSA) procedures and universal precautions protocol. The incumbent maintains the facility on behalf of the NTHSSA as directed by their supervisor. The incumbent maintains a safe, clean and sanitary environment for staff, clients, visitors and the residents of the Elder Care Home.

SCOPE

This position is located in Fort Simpson and reports to the Facilities Manager at the Fort Simpson Health Center. The incumbent works as part of a team and is responsible for the cleaning of the facilities residence rooms, offices, public areas, washrooms, pharmacy and other rooms within the Elders Care Home. Should the incumbent not clean/disinfect appropriately, staff/patients/visitors could be exposed to infectious diseases and hazardous conditions, e.g., slipping, injury. The incumbent works throughout the facility and has contact with employees, clients, residents and the general public.

The incumbent provides operational support for routine services such as moves and changes, client assistance, cleaning supply maintenance, along with building services including waste management and damage reporting of NTHSSA facilities.

As an employee of NTHSSA, the incumbent must present and conduct themselves in accordance with the Authority's policies and procedures to ensure positive public perception of the facility.

RESPONSIBILITIES

1. Cleans and disinfects assigned areas in accordance with safe working practices, protocols and procedures set out by the GNWT, NTHSSA, infection prevention and control best practices to ensure the environment is clean and safe from disease.

- Transport cleaning supplies on utility cart to work areas.
- Wipes all surfaces, including; sinks, tubs, toilets, mirrors, furnishings and equipment with disinfectant (uses germicidal agent for all damp/wet procedures)
- Cleans floors by dry/wet mopping/vacuuming
- Spot cleans as required
- Cleans and disinfects areas requested by their supervisor
- Replenishes supplies
- Provides care and maintenance of all equipment utilized, e.g. Carts, machines
- Remove waste garbage and sharps from laboratory and other areas for proper disposal
- Monitoring all equipment for unusual noises smells, etc., to ensure units are functioning properly
- Reports malfunctions/concerns to supervisor
- Full cleaning of all areas quarterly, bi-annually and yearly
- Cleans all surfaces with disinfectant including vents, walls, wheelchairs, beds, windows, high use areas and some medical equipment
- Sweep and mop floors as required
- Attend in service when available to ensure safe and capable operation of machines / equipment and personal safety.
- Performs other duties as required by the Facilities Manager

WORKING CONDITIONS

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

Physical Demands

The incumbent spends long periods of time standing, walking, stooping, lifting and bending. The incumbent spends a moderate amount of time pushing and pulling when moving furniture, and cleaning floors. The incumbent must be prepared to work in various positions i.e. working at heights (high dusting), lying on the floor (cleaning under low spaces) etc. Occasional physical exertion may be required. There are occasions when movement of heavy furniture and space reorganization is required.

Environmental Conditions

Incumbent works in a primary health care environment dealing with sick clients and elderly residents, there is some exposure to illness. The incumbent is exposed to substantial biomedical hazards on a daily basis. This position will be considered an indoor position.

The incumbent would be potentially exposed to people with infectious diseases, unpleasant fumes, and elevated levels of noise, exposure to corrosive chemicals and exposure to discarded sharps. Due to the varying nature of the work, any of the identified working conditions may apply for short or long periods in the course of a day. The sum of these working conditions may apply to 6-7 hours per day.

Sensory Demands

Incumbent needs to multi-task and constantly prioritize. A keen sense of smell and visual acuity is required for monitoring the environment for cleanliness. The incumbent must have the ability to make logical deductions and conclusions from their sensory input they receive when troubleshooting.

Mental Demands

Work is mentally stressful because of being exposed to sick and chronic care clients and families dealing with grief. The incumbent needs to communicate effectively and quickly with the public and health professionals who may be anxious in emergency situations. On occasion, incumbents may receive verbal abuse, therefore patience, tact, and sound judgment are required as well as use of non-violent crisis intervention techniques. The expectation to work on multiple tasks, as well as the need to constantly prioritize requests can be very stressful.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to express and comprehend oral and written English
- Ability to work with minimal supervision and prioritize workload
- Ability to be flexible and adaptable to work environment
- Physically able to meet demands of bending, lifting, and twisting positions
- Knowledge and application of current procedures and protocols, e.g.-WHIMS and universal precautions
- Knowledge and application of safety procedures to ensure a safe environment Sensitivity to cultural diversity

Typically, the above qualifications would be attained by:

Completion of grade 12 or equivalent; 1-2 years of experience working directly within a Health Care Facility.

ADDITIONAL REQUIREMENTS

Deh Cho Regional Requirements

A basic knowledge of computers is an asset.

Position Security (check one)

- 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 (check one)

- French required
- French preferred
- French not required