



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Caretaker – Housekeeper	
Position Number(s)	Community	Division/Region(s)
47-8435	Paulatuk	Client Services and Community Health Center Operations/Beaufort-Delta

PURPOSE OF THE POSITION

To provide janitorial duties, general housekeeping duties, security and occupational health and safety monitoring, routine building and vehicle maintenance, courier and general assistance to the Health Centre.

SCOPE

This position is located in the Paulatuk Health Centre, and is responsible for keeping the Health Centre and transportation vehicle clean and well maintained. By doing so, the organization functions in an environment that is user friendly and the rate of disease transmission is decreased. This position also supports the nurses, Community Health Centre staff, and the visitors in their efforts to achieve community wellness.

RESPONSIBILITIES

1. Performs General Maintenance and Janitorial Functions.

- Vacuuming, washing and polishing all floors and stairs (including the garage), cleaning vents and light fixtures and replacing burned out light bulbs throughout the Health Centre.
- Doing preventative maintenance and minor repairs to ensure safety, maintaining tools and supplies in orderly manner, making monthly record of maintenance/repairs on equipment and/or building, and taking instructions and directions from visiting maintenance personnel.

- Collecting and disposing of all garbage and waste materials, keeping storage area clean and disposing of useless items as instructed, and moving furniture as required.
- Dusting, washing, disinfecting and polishing furniture, blinds, ledges, sills, desks, counters, sinks, toilets, computers, telephones, vents, light fixtures, walls and ceilings as necessary.
- Cleaning windows biannually and whenever necessary.
- Washing ceilings, walls and paint work on a rotating schedule, keeping the grounds and outside of health center neat and tidy, cleaning snow and ice from all stairs and sidewalks, keeping exits cleared, and ensuring all doors can be easily opened and closed.
- Replacing empty oxygen cylinders with full ones as directed by nursing staff, to ensure supply is readily available at all times.
- Organizing, removing expired supplies and cleaning shelves in storage area. Notifies NIC regarding supplies that are running low in storage areas.
- Cleaning the X-ray machine under the direction of the NIC.

2. Performs Security Duties.

- Remaining alert to patient and staff safety by checking for fire and fire hazards, illegal entries, and malfunctioning equipment, and reporting all abnormalities to the Nurse-in-Charge.
- Assisting in the removal of unruly patients or visitors.
- Ensuring all doors can be easily opened and keeping all exits clear.
- Ensures all windows and doors are locked before going home.

3. Operates Vehicle To Provide Transportation Service For The Health Centre.

- Delivering/picking up mail, collecting groceries/supplies from local stores.
- Performing minor maintenance such as checking fluid levels and replenishing (i.e. oil, antifreeze, gas).

4. Performs Other Related Duties.

- Assisting with patient care in emergencies.
- Maintaining surveillance of fire and safety protection, in conjunction with DPW and the NIC, to ensure the readiness of people and equipment to deal with hazardous situations.
- Conducting monthly safety checks with NIC or delegate for month end report (part of Health Centre Quality Assurance), and inspecting facilities and reporting unsafe conditions.
- Checking for appropriate water delivery, sewage disposal, fuel delivery, and solid waste disposal, in both the transient center and the Health Centre. Reporting to the appropriate responsible parties if needed. If no satisfaction, then report to the NIC.

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

Bending, reaching, standing and/or walking, lifting and moving heavy object. Janitorial duties such as vacuuming, washing windows, walls and light fixtures, doing vehicle maintenance and occasionally moving furniture can lead to physical fatigue.

Environmental Conditions

Exposure to hazardous goods and equipment involved in handling cleaning supplies and hazardous good (I.e. toxic fumes, sharps), as well as working with electrical and mechanical equipment.

Cold working conditions.

Time spent in clearing pathways, stairs and disposing garbage may be during extreme weather conditions.

Sensory Demands

Exposure to hazardous fumes

Exposure to the fumes of cleaning and automotive supplies used to carry out general janitorial duties.

Mental Demands

Small Community Knowledge on a professional and personal level.

KNOWLEDGE, SKILLS AND ABILITIES

- Understands the principles of cleaning and cleaning supplies (i.e. floor care what cleaning products used for what job).
- Responsible, mature person showing initiative, integrity, and the ability to plan and organize work (in order to work under minimal supervision)
- Easy going manner in order to take instructions from NIC, Dental Therapist, nurses, and CHR.
- Valid NWT Class 5 Driver's license an asset
- Basic English (able to read and write).

Typically, the above qualifications would be attained by.

Previous janitorial/housekeeping experience in an institutional setting

ADDITIONAL REQUIREMENTS

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