



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Janitor	
Position Number(s)	Community	Division/Region(s)
57-95069	Fort Resolution	Health/Yellowknife

PURPOSE OF THE POSITION

To provide custodial, transportation and courier services, planning and maintenance of supplies, equipment and organization vehicles. This is accomplished through the Nurse in Charge at the Deninu Health Centre.

SCOPE

This position reports to the Nurse in Charge, located at the Deninu Health Centre. The incumbent deals with non-government vendors.

RESPONSIBILITIES

1. Janitorial Services: maintain general cleanliness and tidiness of the Deninu Health Centre to reduce risk of disease and to improve appearance of facility.

- Sweep, vacuum, wash and polish floors and upholstery in offices and public areas
- Dust and polish furniture, ledges, fittings, sills and countertops in offices and public areas
- Clean sinks, toilets, bathroom fixtures, mirrors, etc.
- Maintain supplies in offices and public areas
- Disposal and incineration of sharps following universal precautions
- Ensure that at least 50% of oxygen tanks in storage are full and report to Supervisor when near or below that
- Wash interior windows on regular basis
- Change x-ray solutions as per schedule and follow proper procedures

- Label and package x-ray for mail
- Perform other duties as directed by Supervisor

2. Transportation and Courier Services.

- Transports patients and staff as required
- Pickup and/or delivery of mail, parcels and packages as directed by Nurse in Charge
- Collect supplies from local vendors
- Lift, load and unload equipment, cartons, packages and other items as directed by Nurse in Charge
- Maintain cleanliness and tidiness of Organization vehicles
- Perform minor vehicle maintenance within his/her capability, i.e.: oil change, fluid level maintenance, change tires, etc.
- Maintain log book and regular maintenance checks of each vehicle assigned to the Organization

3. Building and Ground Maintenance.

- Clean garbage and debris from grounds
- Mow lawn and trim hedges in summer months
- Wash exterior windows as required
- Clear snow and ice from entrance, steps and emergency exit
- Perform other duties as directed by Nurse in Charge

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

Some extended work days.

Handles, disposes and stores hazardous goods following universal precautions.
(Daily - Low to Moderate)

Work with heavy equipment.
(Weekly - Duration varies - Low to Moderate)

Must work during emergency situations.
(Occasionally -2 hours - Moderate to High)

Environmental Conditions

Incumbent works in a reasonably comfortable work environment.
Exposure to contagions including blood and other body fluids.
(Rare)

Sensory Demands

Performs duties in distracting environment daily.
(Low to Moderate)

Ability to act efficiently during emergencies.

Mental Demands

Time of change and evolution of organization can lead to high level of stress.

Living in a small community with lack of anonymity.

Working with short term staff.

Death and other catastrophic events.
(Rare-intensity is high)

KNOWLEDGE, SKILLS AND ABILITIES

- The responsibilities of the position require a specialized knowledge of equipment and operation of the Health Centre.
- Knowledge obtained through course and/or experience in the area.
- The incumbent must have good communication, interpersonal and organizational skills.
- Ability to teach and communicate effectively with clients and colleagues of different ages and cultures, using both Chipewyan and English language skills, in order to understand and respond to client needs and work together in the client's best interests.
- Must be able to work independently with minimal supervision.
- Valid driver's license.

Typically, the above qualifications would be attained by:

A combination of training, work experience and related experience in building maintenance and orientation.

ADDITIONAL REQUIREMENTS

Yellowknife Regional Requirements

Familiarity with the facilities systems (electrical, water, sewage, heating, etc.) 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