



IDENTIFICATION

| Department | Position Title | |
|--|----------------|-------------------|
| Northwest Territories Health and Social Services Authority | Housekeeper | |
| Position Number | Community | Division/Region |
| 37-14578 | Fort Simpson | Operations/Dehcho |

PURPOSE OF THE POSITION

The Housekeeper is responsible for cleaning and disinfecting areas within the Fort Simpson Health Center, Long Term Care Facility and SISH Mental Health/Social Services Facility. The incumbent provides laundry services for the Elders Care Home in accordance with Northwest Territories Health and Social Services Authority procedures and universal precautions protocol. The incumbent maintains a safe, clean and sanitary environment for staff, clients, visitors and the residents of the Elder Care Home.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̨chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire NWT. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

This position is located in Fort Simpson and reports to the Regional Manager, Operations. The incumbent works as part of a team and is responsible for the cleaning of the facilities exam rooms, offices, public areas, washrooms, boardroom, patient holding rooms, x-ray rooms, laboratory, pharmacy and 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 is responsible for ensuring that soiled linen is handled in a manner consistent with universal precautions, procedures and manufacture recommendations for handling. The incumbent also cleans personal clothing for the residents of the Elder Care Home.

The work environment exposes the job holder 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. There is an expectation to work on multiple tasks, as well as the need to constantly prioritize as demands dictate.

As an employee of NTHSSA, the incumbent must present and conduct him/herself in accordance with the NTHSSA'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, 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 and polishing;
- 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;
- 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, biannually and yearly;

- Cleans all surfaces with disinfectant including vents, walls, wheelchairs, beds, windows and some medical equipment;
- Attends in-service when available to ensure safe and capable operation of machines/equipment and personal safety;
- Performs other related duties as required.

2. **Receives and sorts soiled linen on a daily basis in accordance with universal precautions, to ensure the availability of clean linens and personal items for residents.**

- Sorts soiled linen received from internal sources;
- Weighs and records amount of linen received for cleaning;
- Sorts by categories to prepare for washing.

3. **Dry and iron freshly laundered linens, in accordance with universal precautions to ensure linens are sterile.**

- Loading and programming the dryer for the type of linen being processed;
- Monitoring equipment to ensure they are working correctly;
- Unloading and sorting linens after the drying period;
- Iron clothes as required;
- Transport clean laundry back to the originator.

WORKING CONDITIONS

Physical Demands

The job holder spends long periods of time standing, walking, stooping, lifting and bending, and spends a moderate amount of time pushing and pulling when moving furniture and cleaning floors.

Environmental Conditions

Incumbent works in a primary health care environment dealing with sick clients and elderly residents with exposure to illness.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and application of current procedures and protocols, e.g. WHMIS and universal precautions
- Knowledge and application of safety procedures to ensure a safe environment
- 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
- Sensitivity to cultural diversity

Typically, the above qualifications would be attained by:

The completion of grade 12 and 2-3 year experience working directly within a Health Care Facility.

ADDITIONAL REQUIREMENTS

NTHSSA-Dehcho Regional Requirements

A basic knowledge of computers is an asset.

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 (check one if applicable)

French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
 French preferred

Indigenous language: Select language

Required
 Preferred