



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Relief Housekeeper	
Position Number	Community	Division/Region
48-11980	Tuktoyaktuk	Client Services & Community Health Center Operations/Beaufort-Delta

## PURPOSE OF THE POSITION

The incumbent is responsible for cleaning, disinfecting and providing laundry services in accordance with the facilities procedures and universal precautions protocol. The incumbent maintains a safe, clean and sanitary environment for staff, clients and visitors.

## SCOPE

The incumbent works as part of a team and is responsible for the cleaning of the facilities various areas. Should the incumbent not clean/disinfect appropriately, staff/patients/visitors could be exposed to infectious diseases and hazardous conditions. The incumbent works throughout the facility and has contact with employees, clients, patients and the general public.

The incumbent is responsible for ensuring that soiled laundry is handled in a manner consistent with universal precautions, procedures and manufacturers recommendations. As an employee of the NTHSSA, the incumbent must present and conduct him/herself in accordance with the Authorities policies and procedures to ensure positive public perception of the facility.

## RESPONSIBILITIES

- 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.
  - Attend 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**

Incumbents spend 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.

### **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. Working outside in very frigid temperatures to clean off work vehicles or clearing off snow from entrances and steps, having proper outside clothing is required.



### **Sensory Demands**

Incumbents need to multi-task and constantly prioritize. A keen sense of smell and visual acuity is required for monitoring environment for cleanliness.

### **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. Upon occasion, incumbents receive verbal abuse (and on rare occasions are at risk for physical abuse) therefore patience, tact, and sound judgment are required as well as use of non-violent crisis intervention techniques.

### **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.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

These qualifications are normally acquired through completion of grade 10.

A basic knowledge of computers is an asset.

Equivalent combinations of education and experience will be considered.

### **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 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