



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Custodian	
Position Number	Community	Division/Region
48-17589	Fort Good Hope	Operations/Sahtu

PURPOSE OF THE POSITION

The custodian is responsible for the cleaning and laundry services for the Cassien Edgi Health and Social Services Centre in Fort Good Hope including staff accommodations. This position will be required to maintain a safe, clean and sanitary environment for the facilities in accordance with Northwest Territories Health and Social Services Authority policies, universal precautions protocol, and Accreditation Canada Standards.

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 Tłı̄ch̄o 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 include 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 Tłı̄ch̄o 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 Northwest Territories. 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.

The position is located in the Cassien Edgi Health and Social Services Centre in Fort Good Hope. The Cassien Edgi Health and Social Services Centre is responsible for the effective delivery of health and social services in Fort Good Hope.

The incumbent reports directly to the Regional Manager, Operations but received their day-to-day direction from the Nurse in Charge on site.

The incumbent works as part of a team and is responsible for the cleaning and infection control of the health care facility and the, assigned staff accommodation and snow clearing of facility entrances. The facility and tasks may be routine, and the position may receive little recognition from patients and staff.

The incumbent is responsible to handle and clean all laundry and linens for the facility in accordance with the NTHSSA and Sahtu Region policies and procedures, Accreditation Canada Standards, Workplace Hazardous Material Information System (WHMIS) and other applicable standards.

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, patients and the public. As an employee of the facility, the incumbent must present and conduct him/herself in accordance with NTHSSA and Sahtu Region policies and procedures to ensure positive public perception of the facility.

RESPONSIBILITIES

1. Cleans and disinfects the facility, and assigned staff accommodations, in accordance with safe working practices, protocols and procedures, to ensure the environment is clean and safe from disease.

- Strictly adhere to all infection control regulations and precautions.
- Strictly adhere to facility's hand hygiene protocol.
- Transport cleaning supplies on utility cart to work areas.
- Maintain cleaning schedules and checklists for the facility.
- Perform daily cleaning of patient care areas, support areas, entrances, common, and public and office areas.
- Complete scheduled cleaning of assigned staff accommodations, when vacated.



- Perform daily collection of trash from the facility. Empty and clean garbage cans.
 - Collect and dispose of biomedical waste including sharps containers appropriately.
 - Damp dust furniture, bookcases, shelves, filing cabinets, desks (if cleared), pictures and telephones.
 - Damp wipe windowsills, curtain rods, window frames and ledges and wheelchairs.
 - Clean windows, examination tables, x-ray table, over bed and wall lights.
 - Spot clean walls.
 - Wash all stainless steel.
 - Vacuum rugs.
 - Replenish paper towels, paper cups, toilet tissues, hand soap, tissues, hand sanitizers.
 - Maintain floors as per manufacture protocol.
 - Report to the supervisor, any repairs needed on; floors, windows, electrical outlets, fixtures and furnishings, etc.
 - Wipe all surfaces, including sinks, tubs, toilets, mirrors, furnishings and equipment as per disinfectant approved protocol for health care facilities.
 - Complete scheduled deep cleaning of all indoor areas on a quarterly, biannually or yearly schedule such as but not limited to (window washing, floor stripping, ceiling cleaning etc.).
 - Complete terminal cleaning for the emergency room when required.
 - Specialty cleaning may be required for some equipment as per Manufacturer's recommendations.
 - Safely operate and maintain cleaning equipment as per Manufacturer's recommendations.
- 2. Perform laundry duties for the Health and Social Services Centre and assigned staff accommodations when vacated following the guidelines of the NTHSSA infection Control policies.**
- Collect soiled linen from the Health Centre and Social Services Centre, and vacated staff accommodation.
 - Sort and prepare for washing; soak stained linen, as required.
 - Wash, dry linens as required by guidelines.
 - Clean all laundry carts.
 - Maintain a clean and tidy work area.
 - Clean washers and dryers.
 - Clean laundry sink.
 - Clean lint trap in the dryer daily.
- 3. Perform other environmental, infection control, laundry duties and snow removal of facility entrances as required.**
- Follows cleaning procedures and linen handling instructions, in accordance with



- approved policies and procedures so that cross-contamination does not occur.
- Ensure that other team member who assist in the cleaning or laundry services wear appropriate Personal Protective Equipment (PPE) and wash their hands as per guidelines.
 - Conduct regular inventory of cleaning and linen supplies and advise the Nurse in Charge of stock on hand and requirements.
 - Attend staff meetings, in-service training sessions, and Occupational Health & Safety (OHS) meetings.
 - Actively participate in disaster plan and fire safety drills.
 - Maintain surveillance of facility, identify real or potential issues and report to the Nurse in Charge.
 - Monitor equipment to ensure in proper working order and advise Manager of Operations of issues.
 - May have to assist lifting or maneuvering patients during an emergency.
 - May have to assist with snow cleaning of facility entrances to ensure compliance with OHS.

WORKING CONDITIONS

Physical Demands

There are significant physical demands of this position including heavy lifting, carrying heavy items, twisting, bending, constantly standing or walking, working from ladders and working in awkward positions. In the winter, shoveling snow to keep the entry ways clear.

Environmental Conditions

The incumbent will have frequent exposure to illness based on the work environment.

The facility will house a variety of cleaning chemicals and medications, and the incumbent will be exposed to biomedical hazards daily.

Housekeeping staff will be exposed to contaminated equipment and sharps found during cleaning duties and boxing of the sharps for shipping and disposal.

Sensory Demands

A keen sense of smell and visual acuity is required for monitoring the environment for cleanliness.



Mental Demands

The incumbent may be exposed to hearing traumatic situations when unwell patients/clients are accessing care.

There is legitimate concern about risk of verbal or physical assault and unknown and unpredictable situations (i.e. Client or family members under the influence of alcohol and/or non-compliant with medication thus rendering them unstable and potentially dangerous).

Living and working in a small community may result in increased stress. Death of a patient in the health and social service centre may produce emotional responses.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of methods, standards and procedures for cleaning a health facility to ensure infection control and a safe and hygienic environment.
- Knowledge of cleaning procedures, infection control procedures, chain of infection and quality assurance and accreditation standards.
- Knowledge of methods, standards and procedures for handling and cleaning laundry and linens in a health facility to ensure infection control and a safe and hygienic environment.
- Knowledge of laundry procedures, infection control procedures, chain of infection and quality assurance and accreditation standards.
- Knowledge of cleaning compounds and materials.
- Knowledge of the Workplace Hazardous Materials Information System (WHMIS) as it applies to cleaning.
- Ability to commit to and undertake annual training in standard precautions.
- Ability to read and interpret cleaning supplies, laundry and safety procedures and must be able to interpret material product information as per WHMIS legislation.
- Ability to undertake training in standard First Aid and to renew when required.
- Ability to work effectively in a cross-cultural situation.
- Reliable and able to work independently and with minimal supervision.
- Communication, interpersonal, and organizational skills.
- Ability to collaborate with a number of professionals, colleagues, and co-workers is essential to the position.
- Knowledge and/or the ability to acquire knowledge of privacy/confidentiality and ability to keep personal and medical information private and confidential at all times.
- Ability to understand and respond tactfully / respectfully to other people from diverse backgrounds.
- Ability to use active listening to resolve / prevent conflict and promote mutual understanding involving clients and/or staff.



- 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:

High School Diploma or equivalency

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



CERTIFICATION

Title: Custodian

Position Number: 48-17589

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
Deputy Head/Delegate Signature	
Date	
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.