



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Janitor/Maintainer	
Position Number	Community	Division/Region
48 -95082	Łutselk'e	Primary Care/Yellowknife

PURPOSE OF THE POSITION

The Janitor / Maintainer will be required to provide custodial, transportation and courier services as needed, planning and maintenance of supplies, equipment and organization vehicles for Łutselk'e Health Center and Wellness Center.

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 Tłıchǫ 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 Tłıchǫ 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.

Located in Łutselk'e the Janitor / Maintainer reports administratively to the Nurse in Charge(NIC) and reports for program requirements and delegation of daily duties to the NIC and supports each of their program areas. The Janitor/Maintainer will be expected to work during emergency situations, and must manage living in a small community with lack of

anonymity. The Janitor /Maintainer performs duties in a distracting environment, and, with close proximity to the health centre patients, may be exposed to death and other catastrophic events. Whether due to organizational change or emergencies, the job holder will be required to remain composed and to act efficiently and professionally at all times.

RESPONSIBILITIES

1. Janitorial Services: maintain general cleanliness and tidiness, in accordance with infection prevention and control standards, of the Łutselk'e Health Centre and Wellness Center to reduce risk of disease and to improve appearance of facility.

- Sweep, wash, strip, wax and polish floors.
- Vacuum carpets and upholstery.
- Dust and polish furniture, ledges, fittings, sills.
- Clean sinks, toilets, bathroom fixtures, mirrors, and countertops.
- Clean fridges, stoves and ovens used for program activities.
- Wash dishes and kitchen cupboards.
- Launder towels, sheets and other linens.
- Empty garbage cans and dispose of garbage appropriately.
- Maintain supplies in offices and public areas as required (Kleenex, paper towels, soap dispensers, condoms).
- Wash interior windows on regular basis.
- Keep garage tidy as per OHS standards.
- Ensure janitorial room is kept stocked and organized.
- Perform janitorial duties as required by supervisor for transient units used by program staff.
- Perform other duties as directed by Nurse in Charge.
- 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 garbage/waste and sharps following policies and universal precautions.
- Ensure that oxygen tanks are secured according to OH&S standards and at least 50% of oxygen tanks in storage are full and report to the Nurse in Charge when near or below this level.
- Wash interior windows on regular basis.
- Change x-ray solutions as per schedule and follow proper procedures.
- Perform other duties as directed by the Nurse in Charge.

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.
- In collaboration with the relevant manager of operations, ensures that vehicles are regularly maintained (preventative maintenance by qualified mechanics to foster occupational health and safety for staff and safety for clients.
- 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

Physical Demands

Work activities require intermediate periods of moderate physical effort whereby the incumbent will experience alternating standing, walking, bending and working in awkward positions as well as regularly lifting medium to heavy equipment.

Environmental Conditions

Job holder handles, disposes and stores hazardous goods following universal precautions and is exposed to contagions including blood and other body fluids.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of equipment and operation of the Health and Wellness Centre.
- Knowledge of infection prevention and control procedures relevant to facility cleanliness.
- Knowledge of Workplace Hazardous Materials Information System – WHMIS.
- Ability to work in a team environment, taking direction from the NIC and working collaboratively with all other staff and visiting professions.
- Knowledge of Personal Protective Equipment (PPE) for inside and outside work.
- Communication, interpersonal and organizational skills including attention to detail.
- Ability to work independently with minimal supervision.

- Ability to mentor / guide 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.
- Ability to organize and to recognize priorities.
- Ability to apply sound judgment and problem solving skills.

Typically, the above qualifications would be attained by:

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

ADDITIONAL REQUIREMENTS

Proof of immunization in keeping with current public health practices is required.

NTHSSA-Yellowknife Regional Requirements

- Familiarity with the facilities systems (electrical, water, sewage, heating, etc.) would be an asset.
- Must be willing to obtain First Aid/CPR, WHMIS, TDG and other development activities that apply to the position.

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: Chipewyan

- ☐ Required
- ☒ Preferred