



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Laundry Aide	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
67-4185	Fort Smith	Operations /Fort Smith

## **PURPOSE OF THE POSITION**

The Laundry Aide is responsible for ensuring that all laundry is handled and cleaned safely and efficiently in order to maintain a clean, safe and hygienic environment for patients, staff and visitors in the wards, offices and basement areas of the Health Centre and Northern Lights Special Care Home (NLSCH) and that both locations have an adequate supply of linens. The Laundry Aide works within the context of the mission, vision and values of the NTHSSA - Fort Smith and in accordance with Health Centre policies and procedures, the Housekeeping and Laundry Policies and Procedures Manual and the Accreditation Canada Standards.

## **SCOPE**

The NTHSSA is the single provider of all health and social services in the 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 will operate under a separate board and Hay River Health and Social Services Agency 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.

The NTHSSA – Fort Smith Region is responsible for the effective delivery of Primary and Emergent Health Care and Social Services to approximately 2,500 residents of Fort Smith and surrounding area. The Regional Facilities include one Type C Health Facility and a 28-Bed Long Term Care Facility.

Located within the Fort Smith Health Centre, the Laundry Aide is the only laundry aide position within the Laundry Unit and reports directly to the Regional Manager, Operations. The Laundry Aide is responsible to handle and clean all laundry and linens for the Health Center and NLSCH in accordance with the NTHSSA – Fort Smith policies and procedures, Accreditation Canada Standards, Workplace Hazardous Material Information System (WHMIS) and other applicable standards. The work of the Laundry Aide directly impacts the health and well-being of patients, staff and visitors by providing safe, clean laundry and linens. Failure to successfully complete the assigned tasks could significantly impair the ability of the NTHSSA – Fort Smith staff to provide quality patient care and could lead to the spread of infectious diseases.

## **RESPONSIBILITIES**

### **1. The Laundry Aide performs laundry duties for the Health Center and NLSCH.**

#### **Main Activities:**

- Soak stained linen, as required
- Pick up soiled laundry from the Medical Clinic, Out-patients, staff change rooms, midwifery, and the acute care wards
- Receive soiled linen delivery from NLSCH
- Sort, wash, dry and fold linen
- Package clean linen for return to NLSCH
- Deliver clean linen to wards
- Clean all laundry trucks
- Damp wipe folding table and clean linen cart
- Clean washers and dryers
- Clean laundry sink
- Clean line trap in the dryer daily

**2. Perform other laundry duties as required.**

**Main Activities:**

- Ensure other staff follow linen handling instructions, in accordance with approved policies and procedures so that cross-contamination does not occur in the laundry
- Ensure that other staff who assist in the laundry wear appropriate Personal Protective Equipment (PPE) and wash their hands before entering the laundry
- Ensure that an adequate supply of linens is available on the wards and at NLSCH at all times including for holidays and weekends
- Take regular inventory of linen and advise the Manager of Environmental Services of stock on hand and requirements
- Wear appropriate PPE at all times when handling soiled linen

**3. Perform Other Housekeeping and Laundry duties.**

**Main Activities:**

- Follow proper procedures for the safe handling, storage and use of hazardous materials and chemicals
- Maintain surveillance of facility, identify real or potential hazardous situations and report to the Regional Manager, Operations
- Attend staff meetings and in-services
- Participate actively in disaster plan and fire safety drills
- Perform basic sewing repairs as required

**4. Contribute to an overall culture of safety within the NTHSSA - Fort Smith through:**

- Strict adherence to all infection control regulations and precautions
- Strict adherence to facility's hand hygiene protocol
- Reporting of all incidents as per policy and procedures.

**WORKING CONDITIONS**

**Physical Demands**

There are significant physical demands of this position including heavy lifting, carrying heavy items, twisting, bending, constantly standing or walking and working in awkward positions which put stress on the back and other parts of the body including the legs and feet. Daily tasks put incumbent at risk for repetitive strain injury. As well, the incumbent will be dealing with potentially dangerous cleaning substances and patients who may have potentially contagious conditions.

**Environmental Conditions**

The hospital environment can be stressful for patients, staff and visitors, and the incumbent may encounter people in difficult or dangerous situations and be required to act in a safe and efficient manner. Hospitals also house a variety of potentially dangerous substances including

cleaning chemicals and medications. Housekeeping staff are routinely exposed to patients with contagious diseases and their environment that could potentially cause harm to staff unfamiliar with appropriate safety and security measures. The facility and tasks may involve some shift work, may be routine, and may receive little recognition from patients and staff. Housekeeping staff are at risk of exposure to disease through contaminated equipment and sharps found during cleaning duties.

### **Sensory Demands**

The incumbent may find that they are exposed to sights and sounds associated with patients who are ill or injured. They will also experience the smells and potentially harmful effects of the cleaning and laundry materials used to complete their tasks. The incumbent may also be exposed to loud noises over a period of time associated with the large scale washers and dryers.

### **Mental Demands**

Stress can also be caused by the routine nature of the position and the need to meet deadlines and keep up to the scheduled work. Stress may result due to exposure to ill, injured or palliative clients.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The incumbent of this position requires a sound knowledge of methods, standards and procedures for handling and leaning laundry and linens in a health facility to ensure infection control and a safe and hygienic environment. This includes knowledge of laundry procedures, infection control procedures, chain of infection and quality assurance and accreditation standards. The incumbent also requires knowledge of cleaning compounds and materials. The incumbent requires knowledge of the WHMIS as it applies to cleaning. The incumbent requires annual training in standard precautions.

The incumbent requires the ability to read and interpret laundry and safety procedures and must be able to interpret material product information as per WHMIS legislation. The incumbent must be able to work effectively in a cross-cultural situation. Other skills and abilities required include the following: basic computer and word processing, analytical thinking skills, implementation skills, listening skills, planning skills, problem solving skills, team building skills, and verbal communication skills.

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

This is typically attained by a High School Diploma or equivalency (GED) and one year experience in laundry, janitorial or custodial duties.

## **ADDITIONAL REQUIREMENTS**

### **Fort Smith Regional Requirements**

Within the Fort Smith Region, the Laundry Aide must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHIMIS
- Infection Control Standards
- Safety Mask Fit Testing

### **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

**Aboriginal language:** To choose a language, click [here](#).

Required  
 Preferred