



Tłıchǵo Community Services Agency
Dǵ Nǵke Lani Nǵts'etso • Strong Like Two People

IDENTIFICATION

Department	Position Title	
Tłıchǵo Community Services Agency	Relief Housekeeper-Maintainer	
Position Number	Community	Division/Region
27-16050	Behchokǵ, NT	Health and Social Program/ Tłıchǵo

PURPOSE OF THE POSITION

The Relief Housekeeper-Maintainer is responsible for the cleaning and laundry services including administration spaces. The incumbent maintains a safe, clean and sanitary environment for the whole facility in accordance with the Northwest Territories Health and Social Services Authority infection control policies, universal precautions protocol, and Accreditation Canada Standards for the residents of the Jimmy Erasmus Seniors Home located in Behchokǵ, NT.

SCOPE

The Tłıchǵo Community Services Agency (TCSA) administers all regional health and social services delivered to a population of approximately 3,000 residents of the Tłıchǵo region through 3 Community Health Centers and 1 Community Health Station, and for the residents of the Jimmy Erasmus Seniors Home. The TCSA provides and supports the delivery of health care services to adults and children on an outpatient and outreach basis in order to enhance healthy communities' well-being through excellence, accountability and respect for regional diversity.

Located in Behchokǵ, the Relief Housekeeper-Maintainer reports to the Long Term Care Facility Coordinator and is responsible for maintaining the facility and grounds in a safe, welcoming, clean and sanitary condition for residents, staff and visitors according to Government of the Northwest Territories and Tłıchǵo Community Services Agency policies, procedures, and guidelines. This includes janitorial and general housekeeping duties, occupational health and safety monitoring, routine building and vehicle maintenance.

Sanitary and hygienic standards must be maintained with the long term care facility (LTCF) common areas and the 18 residential units. This position is required to perform preventative, predictive and overall maintenance services for all LTCG equipment, facilities and grounds.

The Relief Housekeeper-Maintainer is responsible for providing routine monitoring and minor maintenance services on the building, grounds and equipment to meet expected life and optimal use and ensure the provision of a safe and clean physical environment for residents, staff and visitors. The incumbent will notify the supervisor when major maintenance or repairs require attention.

The duties performed by the Housekeeper-Maintainer are vital to the workplace health and safety of staff and clients. Should the incumbent not clean / disinfect appropriately, staff / residents / visitors risk exposure to infectious diseases and hazardous conditions. The job holder works throughout the facility and has contact with employees, residents and the general public and will be required to present themselves in accordance with Northwest Territories Health and Social Services Authority (NTHSSA), and TCSA policies and procedures to ensure positive public perception of the facility.

RESPONSIBILITIES

1. Clean and disinfect the JESH facility in accordance with safe working practices, protocols and procedures to ensure the environment is clear and safe from disease; including resident rooms, common areas, clinical areas and administration offices.

- Strictly adhere to all infection control regulations and precautions.
- Strictly adhere to facility's hand hygiene protocol.
- Order and maintain inventory of cleaning supplies.
- Transport cleaning supplies on utility cart to work areas.
- Maintain cleaning schedules and checklists for various locations throughout the facility.
- Perform daily cleaning, including daily collection of trash, from patient care areas, support areas, entrances, common, and public and office areas.
- Collect and dispose of biomedical waste including sharps containers appropriately.
- Damp dust furniture, book cases, shelves, filing cabinets, desks (if cleared), pictures and telephones.
- Damp wipe window sills, curtain rods, window frames and ledges and wheelchairs.
- Clean windows, examination tables, x-ray table, over bed and wall lights.
- Spot clean walls.
- Empty and clean garbage cans.
- Replenish paper towels, paper cups, toilet tissues, hand soap, tissues, hand sanitizers.
- Maintain floors by scrubbing, stripping, wax sealing, finishing and buffing using floor equipment (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 with disinfectant (uses germicidal agent for all damp/wet procedures).
- 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 of long-term care rooms when room is vacated.
- Specialty cleaning may be required for some equipment as per Manufacturer's recommendations.

- Safely operate and maintain cleaning equipment such as floor scrubbers, vacuums, etc.
- 2. Perform laundry duties for the Long-Term-Care rooms and kitchen following the guidelines of the NTHSSA infection control policy.**
- Collect soiled linen from the kitchen and Long-Term Care Rooms.
 - Sort and prepare for washing; soak stained linen as required.
 - Wash, dry and iron linens as required by guidelines.
 - Maintain an inventory of clean linen for entire facility including through holidays and weekends.
 - Maintain a clean and tidy work area.
 - Clean all laundry carts, washers and dryers.
 - Clean laundry sink.
 - Clean lint trap in the dryer daily.
 - Report to the Clinical Care Coordinator (CCC) or Facility Coordinator of any items requiring replacement.
- 3. Maintain inventory, waste control and infection control measures.**
- Ensure hand washing supplies are present in all hand washing areas.
 - Keep a daily inventory and stocking of the housekeeping cart and residents' rooms, including patient care equipment;
 - Maintain running inventory of cleaning supplies and provide Clinical Care/ Facility Coordinator with lists for reorder.
 - Ensure the housekeeping cart is locked and stored properly.
 - Use the appropriate solutions for cleaning.
 - Use personal protective equipment (PPE) and clothing as recommended by the GNWT Infection Control and other safety standards.
 - Follow hand washing standards.
 - Participate in recycling programs.
 - Follow IPAC standards of safe collection and disposal of waste.
- 4. Perform preventative and predictive maintenance activities.**
- Complete preventative and predictive maintenance activities according to schedules.
 - Respond to and resolve maintenance emergencies by taking corrective action where possible or by notifying relevant government service provider.
 - Complete the duties outlined in the facilities preventative and predictive maintenance program in an effective, efficient and safe manner.
 - Complete equipment checks, changing filters, fan belts and light bulbs, greasing and oiling equipment, minor repairs and cleaning/painting equipment and perform other maintenance and repairs as required.
 - Assist with territorial and municipal inspections, such as fire, by:
 - Conducting routine, non-licensed inspections of the facility including fire equipment and boilers.
 - Ensuring fire protection equipment is properly maintained and up to date.
 - Maintain status reports of all equipment checks and repairs.
 - Maintain records of day to day operations in a log book.

5. Perform maintenance and/or repairs as qualified to ensure the effective operation and maintenance of the facility and grounds.

- Perform yard work such as moving lawns, watering lawns and flower beds, and cleaning grounds.
- Collect and remove garbage from designated locations and clean garbage containers as per schedule.
- Keep all outdoor stairs, walkways and ramps clear of snow and ice.
- Notify the CCC/Facility Coordinator if heavy equipment will be required to clear snow from driveways for emergency vehicle access and parking.
- Move supplies, equipment and furniture.

6. Perform other related duties as required.

- Remain current in the maintenance field.
- Actively participate in Occupational Health and Safety, disaster plan and fire safety drills.
- Ensure vehicle maintenance is performed as required.
- Perform additional duties as required.
- Assist with special events when required.
- May be required to transport residents via TCSA vehicle.

WORKING CONDITIONS

Physical Demands

This position requires the incumbent to lift and carry awkward and bulky loads; to lift and move heavy objects; and to bend, reach, stand and/or walk. Janitorial duties include vacuuming, and washing windows, walls, and light fixtures, cleaning vehicles, occasionally moving furniture and snow removal can lead to physical fatigue.

These physical demands occur on a daily basis for about 2-3 hours in duration at moderate intensity.

Environmental Conditions

The incumbent experiences exposure to hazardous goods, equipment, and contagious disease ie: toxic fumes, biohazard containers, as well as hazardous conditions via time spent in cold weather removing garbage from building, clearing snow from stairs and walkways.

These environmental conditions can occur daily and up to 1 hour at low-moderate intensity.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

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.
- Ability to commit to being reliable and able to work independently and with minimal supervision.
- Interpersonal, organizational and language skills including English proficiency.

Typically, the above qualifications would be attained by:

High School / Secondary School (Grade 12) diploma and a minimum of one (1) year of experience in a housekeeping / janitorial or maintenance position in a health care setting.

ADDITIONAL REQUIREMENTS

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

Possess a Class 5 driver's license.

Relevant training in infection control and/or occupational health and safety.

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: Tlicho

☐ Required

☒ Preferred