



## Job Description

### IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U-01-17, U-02-17, U-03-17, U-04-17, U-05-17, U-06-17, U-05-107, U-06-107, U-07- 107, U-08-107 CA-1145	Housekeeping Aide	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Housekeeping	Manager, Support Services	HH Williams Memorial Woodland Manor Hay River Regional Health Center

### PURPOSE OF THE POSITION

The housekeeping aide is responsible for cleaning and disinfecting patient care units and public areas in accordance with HRHSSA procedures and universal precautions protocol. The incumbent maintains a safe, clean and sanitary environment for patients, visitors and members of the patient care team.

### SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or H.H. Williams Memorial Hospital (HHWMH). The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

The incumbent works as part of a team of housekeepers and is responsible for the cleaning of the Hospital's patient rooms, Isolation rooms, Palliative Care suite, Woodland Manor, specialty areas and offices of the following units; Dialysis Unit, Laboratory, Diagnostic Imaging, SPD, all Administration offices and the Boardroom. The Operating Rooms are cleaned in accordance with ORNAC standards. The incumbent is also responsible for cleaning and disinfecting areas used by the public such as waiting areas, hallways and bathrooms.

If the appropriate cleaning is not completed within the established time frame, the process of admitting/transferring patients will be delayed. This decreases overall performance and function of all departments within the hospital. 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 hospital and has contact with employees, patients and the general public. As an employee of the hospital, the incumbent must present and conduct him/herself in accordance with departmental and hospital policies and procedures to ensure positive public perception of the facility.

## **RESPONSIBILITIES**

- 1. Cleans and disinfects assigned area(s) in accordance with safe working practices, protocols and procedures, to ensure the environment is clean and safe from disease.**

### **MAIN ACTIVITIES:**

- 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 patient rooms on discharge if assigned to unit
  - Replenishes supplies
  - Provides care and maintenance of all equipment utilized, e.g. Carts, machines
  - Provides specific cleaning duties as required by unit - i.e. Dialysis unit, isolation and scope area.
  - Strips beds if assigned to unit
  - Remove waste garbage and sharps from laboratory and other areas
  - Full cleaning of all areas quarterly, biannually and yearly
  - Cleans all surfaces with disinfectant including vents, walls, wheelchairs, beds, windows and some medical equipment
- 2. Performs other related cleaning duties to support the provision of excellent/high standard of housekeeping service at Hay River Health & Social Services Authority.**

### **MAIN ACTIVITIES:**

- Records measurements to complete monthly statistics.
- Monitoring all equipment for unusual noises, smells, etc, to ensure units are functioning properly
- Reports malfunctions/concerns to supervisor.
- Attend in service when available to ensure safe and capable operation of machines/equipment and personal safety.
- Performs other related duties as required.

### **POSITION ROLE IN CLIENT & STAFF SAFETY:**

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

### **Commitment to Client Centered Care**

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The (HRHSSA) will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.
- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.
- Focusing on the experience of the client from their perspective and listening to their needs.
- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible.

### **Criminal Record Check**

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

### **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 unit environment (i.e.-Operating Room and Extended Care)
- 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

## **WORKING CONDITIONS**

### **Physical Demands**

<b>Description</b>	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
1. Standing, walking, turning, reaching, stooping and crouching	daily	7 hours	Moderate
2. Pushing and pulling when moving furniture and cleaning floors	daily	4 hours	High
3. Moving cleaning supply carts, lifting and carrying supplies	daily	4 hours	Moderate
4. Climbing ladder	1 time per week	1 hour	Low

### **Environmental Conditions**

<b>Description</b>	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
1. Exposure to potentially infectious diseases	5 times a week	4 hours	Moderate
2. Exposure to unpleasant fumes	5 times a week	4 hours	Moderate
3. Elevated levels of noise*	5 days a week	occasional	Moderate
4. Exposure to corrosive cleaning solutions	5 days a week	4 hours	Moderate
5. Exposure to discarded sharps	5 times a week	4 hours	Moderate

### **Sensory Demands**

<b>Description</b>	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
1. Monitoring of environment*	5 times a week	7 hours	High

\*Keen sense of smell and visual acuity required for monitoring environment for cleanliness

### **Mental Demands**

<b>Description</b>	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
1. Shift work*	14 day rotations	7.5 hours	High
2 Unpredictable workloads**	5 times a week	7 hours	High
3. Exposure to emotional incidents (dying patient/grieving	5 times a week	occasional	high

families)			
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\*The incumbent works shift work- a 7 day rotation - which impacts on the quality of life

\*\*Increased/unpredictable activity in the operating room has a direct impact on the workload for the incumbent. Little control over patient discharge.

**CERTIFICATION**

**Position Number:**

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor Title</p> <hr/> <p>Supervisor Signature</p> <hr/> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
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<hr/> <p>Director/Chief Executive Officer Signature</p>	<hr/> <p>Date</p>
<p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

**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.**

Revised August 1, 2002  
Editorial Changes only March 2006  
Editorial Changes only November 2009  
Editorial Changes only January 2011  
Scope – August 2011  
Aug.2012 added 2 new positions (WLM)  
Aug 2017 – scope, logo, commitment statement