



Job Description

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U-01-19	Laundry Aide	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Laundry	Manager, Support Services	HH Williams Memorial Woodland Manor Hay River Regional Health Center

PURPOSE OF THE POSITION

Responsible for the provision of clean linens of good quality to end users, including staff and patients, on a scheduled and as needed basis, following standard procedures, universal precautions, and pre-determined quotas.

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 is part of a two member team that is responsible for ensuring that soiled linen is handled in a manner consistent with universal precautions, department procedures and manufacture recommendations for handling. The Laundry team handles linens at the hospital,

the Woodland Manor, and the Hay River Medical Clinic. The incumbent also cleans personal clothing for Extended Care Patients in the hospital.

Failure to perform these duties would result in delays that will directly effect care delivered to patients and in the case of personal laundry, may affect patient's well-being.

RESPONSIBILITIES

1. Receives and sorts soiled linen on a daily basis, in accordance with universal precautions, to ensure the availability of cleans linens and personal items for patients.

MAIN ACTIVITIES:

- Sorts soiled linen received from internal and external sources
- Weighs and records amount received from outside sources.
- Sorts by categories to prepare for washing.
- Sorts, washes and mangles OR linens.
- Distributes OR linens to SPD (Supply, Process and Distribution).

2. Washes soiled linens and specialty items, in accordance with manufacturer's recommendations, Hay River Health and Social Services Authority policies and procedures, and universal precautions, in order to prolong the life of the machines, and to prevent harm to self and others in area from contaminated items.

MAIN ACTIVITIES:

- All laundry received is considered contaminated, therefore, Universal precautions with gowns and gloves worn while handling linens until washed.
- Weighing the correct amount of linen for the size of washer being loaded
- Loading and programming washer for the type of linen being washed
- Monitoring machines to ensure they are working correctly
- Unloading washers to prepare for drying process.

3. Dry and iron freshly laundered linens, in accordance with universal precautions and HRHSSA procedures, to ensure linens are sterile.

MAIN ACTIVITIES:

- Loading and programming dryers for the type of linen being processed.
- Monitoring equipment to ensure they are working correctly.
- Unloading and sorting linens after drying period.
- Loading cars for folding and moving to folding area.
- Iron clothes with hand iron and mangle

4. Fold clean linens and personal clothing, in accordance with HRHSSA policy and procedure, to ensure patents and units receive the correct linens.

MAIN ACTIVITIES:

- Folding all types of linen in predetermined configurations (all folding done by hand)
- Fill exchange carts for nursing units using predetermined quotas.
- Monitor state of linens, sew those items that are in need of repair, sort and discard linen that is damaged, stained or not fit for intended use.
- Separate items that belong to other facilities and prepare for shipping

5. Transport clean laundry throughout the hospital, in accordance with work schedule, to ensure cleaned linens and personal clothing are returned to their proper place.

MAIN ACTIVITIES:

- Sorts remaining linen on cart for future use
- Transport clean, pressed and folded linen to backup storage and other designated areas.

6. Performs other laundry duties to support the provision of excellent laundry service at Hay River Community Health Board.

MAIN ACTIVITIES:

- Cleaning washers and dryers on a regular basis
- Cleaning dryer lint screens a minimum of three times daily
- Cleaning floors in laundry room daily
- Cleaning outside of washers and dryers on a weekly basis
- Requisitioning laundry supplies and linens needed to be ordered.
- Looks after lost and found
- Records pre-determined workload 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.

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 start date of a position.

KNOWLEDGE, SKILLS AND ABILITIES

- Must have the ability to read/write English to the degree that the incumbent is able to read and understand Material Safety Data Sheets, washing/drying instructions, standard procedures, universal precautions, and maintain monthly statistics. This level of oral and written communication skills would normally be acquired through the completion of Grade 10.
- Certificate from the Canadian Laundry and Linen Association would be a definite asset.

WORKING CONDITIONS

Physical Demands

Description	Frequency	Duration	Intensity
1. Lifting, bending, reaching and standing on cement floors.	5 times per week	7 hours	high
2. Moving large, heavy linen carts	5 times per week	4 hours	moderate

Environmental Conditions

Description	Frequency	Duration	Intensity
1. Exposure to potentially infectious	5 times a week	4 hours	Moderate

diseases			
2. Exposure to unpleasant fumes	5 times a week	4 hours	Moderate
3. Elevated levels of noise and heat	5 times a week	7 hours	High
4. Small laundry sorting area	5 times a week	4 hours	High
5. Windowless room with fluorescent lighting	5 times a week	7 hours	Moderate
6. Exposure to harsh, corrosive chemicals.	5 times a week	5 hours	Moderate
7. Exposure to discarded sharps	5 times a week	4 hours	Moderate

Sensory Demands

Description	Frequency	Duration	Intensity
1. Monitoring equipment*	5 times a week	7 hours	High
2. Visual Inspection**	5 times a week	7 hours	High

* Washing/drying equipment must always be monitored during operation for unusual noise or smell that could indicate unsafe working conditions.

**The incumbent visually inspects all items handled to ensure they are clean, and in good repair

Mental Demands

Description	Frequency	Duration	Intensity
1. Following Weekends and Statutory Holidays*	yearly	7.5 hours	High
2 Unpredictable workloads**	5 times a week	7.5 hours	High

*The workload has built up over the 2 or 3 day period and is extremely demanding as the linen supplies may be completely depleted.

**Increased activity in the operating room has a direct impact on the workload in laundry

CERTIFICATION

Position Number:

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

Editorial Changes only February 10, 2011
Scope – August 2011
Scope, editorial changes and logo- September 2017