

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-19-24



**POSITION TITLE: Environmental Services Technician (Temporary) CLOSING DATE: 04/18/2019**

### **Position Summary:**

Under general supervision of the Environmental Services Supervisor, responsible for maintaining a clean, sanitary, and safe environment for patient, staff, and visitors. Promotes cleanliness of environmental surfaces at each facility in an attractive condition and adheres to regulatory and accreditation standards. Maintains cleanliness of the entire facility including satellite clinics. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Reports any safety or risk factors seen or observed, initiating and maintaining appropriate safety measures.
- Cleans and disinfects all clinics areas to include rest rooms, patient rooms, waiting areas, stairways, lobbies, hallways, exam rooms, labs, and all other areas exposed to patients, staff, and visitors.
- Sets up, cleans and straightens conference rooms and offices.
- Maintains cleanliness of furniture, windows, ventilation louvers, washes walls, windows, windowsills, blinds, glass partitions, and fixtures by dusting, wiping, and vacuuming.
- Disinfects floors of the facility corridors, offices, utility rooms, patient waiting areas and urgent care utilizing accepted standards and guidelines appropriate for healthcare organizations.
- Maintains daily cleanliness of the linen rooms, lounges, bathrooms and other areas using appropriate germicidal solution for disinfecting.
- Maintains cleanliness and disinfects commodes, urinals, washstands, plumbing and door fixtures, mirrors, soap and paper towel dispensers, and stalls.
- Performs hourly rounds of all bathrooms to maintain the area's cleanliness and stock of toilet tissue, paper towels and soap dispensers.
- Ensures floors are kept clean to maintain a safe and clean environment for patient, staff, and visitors.
- Strips, conditions and reapplies floor finishes and polishes floors with high speed floor polishing machines (1500 rpm) as necessary.
- Maintains visual cleanliness and bacteriological cleanliness.
- Empties wastebaskets, trash containers and disposes of trash in proper receptacle including maintaining cleanliness and disinfects wastebaskets and trash containers daily and relines containers every time trash is removed.
- Collects soiled linens including transporting to proper linen site. Follows appropriate standards and procedures when removing contaminated linen and trash to prevent cross contamination of rooms in transporting of soiled linen to prevent bacterial fallout.
- Maintains the isolation area using the prescribed protective isolation cleaning procedures which involves cleaning and disinfecting the floors, sinks, commodes, door, mirrors and spot wiping the walls. Follows appropriate guidelines for cleaning isolation rooms after a patient use.
- Assures supplies are adequate by checking supply inventory and maintains an adequate stock of cleaning supplies. Informs supervisor of needed supplies.
- Uses supplies in the quantity recommended and properly stores all chemicals and supplies so access to them is restricted.
- Keeps storage areas and carts well stocked, clean and tidy.
- Fills out work order requests for items needing repairs. Notifies managers concerning the need for major repairs or additions to building operating systems.
- Maintains a log book of various environmental services activities on assigned unit.
- Completes daily duties and tasks per departmental checklist for each shift; completes document and submits to the supervisor at the end of the shift.
- Performs work in an independent manner adhering to safety regulations and objectives and practices and procedures of the WIHCC Housekeeping Policies, Administrative Policies, and Safety and Infection Control Policies.

- Reports any unsafe conditions to supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

**Minimum Qualifications:**

High school diploma or GED required; minimum of six months housekeeping or custodial experience required. Must have current BLS CPR certification. Health Care experience preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

**Knowledge, Skills, Ability:**

- Knowledge of handling chemicals in a safe manner.
- Knowledge of commonly-used cleaning concepts, practices, and procedures within the medical environment.
- Knowledge of proper cleaning techniques.
- Knowledge of standards methods, practices, tools and occupational hazards and safety rules.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skills in reading, writing and comprehension.
- Skills in operating power equipment and supplies.
- Ability to organize and prioritize tasks and projects in an efficient manner.
- Ability to properly use safe lifting techniques.
- Ability to lift boxes, bags of trash and supplies.
- Ability to safely operate all cleaning equipment, including buffers, scrubbing machines, shampooing machines, high pressure washers, and vacuums.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**