

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-21-21

Closing Date: Open until filled



POSITION TITLE: Environmental Services Supervisor

DEPARTMENT: Environmental Services

Position Summary:

Under general supervision of the Infection Control Preventionist Coordinator, performs duties of a working supervisor and oversees the Environmental Service Technician to ensure clean, orderly, and attractive conditions of facility. Responsible for the maintenance of designated areas of the facility and other environmentally related projects or serves. Adheres to regulatory and accreditation standards. 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.
- Directs and supervises staff and work areas.
- Performs all quality assurance inspections and follows up on quality assurance incident reports.
- Participates with WIHCC environmental rounds with Safety Officer, Infection Control prevention and Nurse Executive.
- Trains, orients, schedules and assigns staff.
- Maintains established policies, procedures and objectives on quality assurance, safety_environmental and infection control in accordance with professional organization guidelines, such as CDC, APIC, and AHE
- Plans weekly and monthly work schedules and sequence of operations for subordinates.
- Establishes deadlines and priorities on the basis of general work schedule, methods and policies established by higher levels of supervision.
- Determines how many assignments can be done concurrently, how many must be delayed and the number and types of employees needed, considering skills, personnel, materials, and equipment available and required.
- Assigns duties and areas of responsibilities to staff.
- Explains work requirements, methods, and instructs subordinates in new procedures, and provides advice when problems arise.
- Adjusts plans, assignments and methods as necessary to accomplish the work as effectively and economically as feasible.
- Acquires equipment, supplies, and delivers equipment at work site as needed.
- Schedules and approves leave of subordinates.
- Sets performance requirements and completes formal and informal performance appraisals.
- Counsels employees on problems, adjusts informal complaints through discussion with employee, supervisor, and Human Resources. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed.
- Conducts new hire departmental orientation.
- Purchases needed housekeeping supplies and equipment
- Inspects work performed by subordinates to ensure that it meets specifications and established standards and procedures.
- Assists staff in performing custodial work as needed.
- Ensures staff maintains required certifications.
- Attends in-service and educational meetings, seminars, workshops, etc.
- 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 WIHCC's 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 with three years of responsible custodial experience, and two years of supervisory experience. Current First Aid Certificate and Cardiopulmonary Resuscitation (CPR) Certification. 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 federal, state, tribal laws, rules, regulations and guidelines related to custodial operations.
- Knowledge of occupational safety and health regulations and guidelines.
- Knowledge of custodial equipment preventative maintenance and repair.
- Knowledge of environmental protection regulations and guidelines
- Knowledge of custodial methods, practices, and procedures.
- 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, Publisher.
- Skill in prioritizing, coordinating, scheduling, assigning, reviewing and evaluating work.
- Skill in utilizing health, safety and environmental policies, practice and procedures.
- Skill in loading, storing, delivering, maintaining inventory and securing custodial supplies and equipment.
- Skill in safely utilizing and instructing others in the use of chemicals, cleaning materials and supplies.
- Skill in using customer service techniques when responding to inquiries and complaints.
- Ability to have good work ethics and strong ethical conduct.
- Ability to organize and prioritize tasks and projects in an efficient manner.
- Ability to accurately complete job responsibilities within the specified time constraints.
- Ability to read, write, follow written and verbal instructions.
- Ability to safely operate all cleaning equipment, including buffers, scrubbing machine, carpet extractors, vacuum backpacks, etc.
- Ability to follow all security and safety rules and regulations.
- 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 and clinical setting 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.