



Elbowoods Memorial Health Care Centers

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: Security/Housekeeping Worker
RESPONSIBLE TO: Facilities Manager
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: non-management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center

POSITION SUMMARY: This position must provide clean, sanitary comfortable, orderly and satisfying surroundings for the patients, employees, and public. The housekeeper promotes sanitary conditions which prevent the spread of infection and odors. The housekeeper may be required to perform tasks, which involve exposure to visible blood contamination or reasonably anticipated blood contamination. The housekeeper must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and/or the clean-up of blood, infectious materials, or body fluids containing blood in accordance with the OSHA Blood-borne Pathogen.

DUTIES AND RESPONSIBILITIES:

1. Responsible for Facilities housekeeping for the TAT EMHC Health Care Facilities and field clinics.
2. Assists in Facilities life safety program.
3. Provides housekeeping services for field clinics.
4. Operates various mechanized cleaning equipment, such as vacuums, polishers, buffers, etc.
5. Maintain facility in a sanitary and infection-free condition through washing, cleaning and replacement of equipment and furnishings.
6. Requires working in damp, dusty and dirty areas. Must clean up human waste and other body fluids, as required.
7. Responsible for disposal of trash, waste, and other disposable materials.
8. Must handle various cleaning solvents, chemicals, etc. Must comply with all regulations such as OSHA, EPA, State Health Department, etc.
9. Plan work schedule for major tasks.
10. Damp dust furniture, light fixtures, window sills, etc.
11. Empty trash containers daily.
12. Wet mop floors and bathrooms daily. Damp mop all corridor floors, lobby, dining areas, and others daily.
13. Clean wash basins, mirrors, commodes, tubs, and showers daily.
14. Check all vacant rooms daily to keep fresh.

15. Clean all air vents.
16. Report any needed repairs immediately to supervisor (such as leaky faucets or toilets, loose tile, broken window panes, missing nuts or screws, beds needing repair, etc.).
17. Wash windows as scheduled.
18. Completely strip and recoat all floor areas when necessary and as scheduled.
19. Check entire area for spills, water, etc. periodically, especially in residents' bathrooms.
20. Follow instructions on use of germicidal solutions to clean. All procedures for solution use will be part of the housekeeper's training.
21. Use safety precautions in all housekeeping services.
22. Operates various mechanized cleaning equipment, such as vacuums, polishers, buffers, etc.
23. Maintain facility in a sanitary and infection-free condition through washing, cleaning and replacement of equipment and furnishings.
24. Ensures system compliance for all accrediting and regulatory requirements.
25. Represents EMHC in a highly professional manner.
26. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
27. Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.
28. **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School Diploma / GED, **REQUIRED**.
- Excellent communication skills necessary, **REQUIRED**.
- Attention to detail necessary, **REQUIRED**.
- Familiarity with American Plains Indian culture, values, and traditions, **HELPFUL**.
- Understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle. **REQUIRED**
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- Work requires standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Frequently involves lifting and carrying parts and equipment that weigh up to and may exceed forty pounds. Work is sometimes performed on ladders or scaffolds. Work is performed inside and outside in all kinds of weather and is usually dirty, dusty and greasy. Extensive walking is required since interaction between all disciplines within the healthcare operations and management is required.
- Travel may be required to accomplish facility goals.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes Health Care Center; ***Application for employment*** with all requirements and supporting documentation to:

**Elbowoods Memorial Health Center
ATTN: Administrative Officer
1058 College Drive
New Town, ND 58763-0400**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes Health Care Center application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.