

 <p><b>NORTON SOUND HEALTH CORPORATION</b></p> <p><b>POSITION DESCRIPTION</b></p>	<b>EMPLOYEE NAME:</b>  <b>POSITION TITLE: Environmental Services Worker</b> <b>GRADE: 2</b> <b>EXEMPT: No</b> <b>TRAVEL REQUIRED: No</b>	
	<b>PREPARED BY: Human Resources</b> <b>APPROVED BY: President</b>	<b>DATE: 02/07</b> <b>DATE: 02/07</b>
<b>REPORTS TO: Environmental Services Manager and/or Supervisor</b>		
<b>SUPERVISES: No supervisory responsibility.</b>		

<b>PURPOSE OF POSITION:</b> To perform cleaning procedures in assigned areas to help maintain the hospital and corporation in as aseptic condition as possible. Work will be performed in accordance with NSHC policies, procedures and applicable regulations. This position will provide environmental services in the area of housekeeping to enhance patient care.	NOT APPLICABLE	MET STANDARD	DID NOT MEET STANDARD
<b>MAJOR RESPONSIBILITIES:</b> I. Core Competencies:  I. Professionalism: <ul style="list-style-type: none"> <li>• Represents NSHC in a professional manner while performing job duties for managers, employees, former employees, visitors, agencies and other staff members as evidence by appropriate language, dress and conduct.</li> <li>• Maintains quality and efficiency standards as set by the immediate supervisor and makes recommendations for improvements.</li> <li>• Participates in activities that promote professional growth and self-development. Attends pertinent in-services, departmental and other meetings as requested by the immediate supervisor.</li> <li>• Adheres to all NSHC personnel, infection control, safety policies, JCAHO and OSHA regulations.</li> <li>• Upholds NSHC's vision, mission and corporate values.</li> </ul> B. Problem Solving/Critical Thinking: <ul style="list-style-type: none"> <li>• Identifies work-related problems with possible solutions and implements solution(s), when appropriate.</li> <li>• Maintains a constant awareness of the legal aspects of position and demonstrates this in decisions related to job performance issues.</li> </ul> C. Procedures, Processes and Skills: <ul style="list-style-type: none"> <li>• Maintains an in-depth knowledge of principles, practices, standards and techniques and demonstrates knowledge in accordance with NSHC policies and procedures within pertinent laws and regulation in the following areas:               <ol style="list-style-type: none"> <li>1. Replenishes daily supplies in assigned area according to checklist.</li> <li>2. Completes discharge cleaning procedures for regular patient rooms according to checklist when notified by Nursing.</li> <li>3. Washes and cleans surface areas assigned according to established specialized cleaning procedures to include waxing, stripping, shampooing, vacuuming, sweeping, damp wiping, etc. as observed by supervisor.</li> <li>4. Empties trash, sorts and disposes of contaminated and non-contaminated trash according to established procedures and Infection Control guidelines.</li> <li>5. Cleans Surgical Suite, Birthing Room and Nursery according to established procedures and Checklist with positive Nursing feedback.</li> </ol> </li> <li>6. Displays a "wet floor" or applicable warning sign whenever water, slippery material or obstruction is present on the floor.</li> <li>7. Cleans equipment after each shift according to manufacturers and department specifications as indicated by equipment being ready to use.</li> <li>8. Check all equipment prior to the start of each shift for any malfunctions notifying supervisor and filling out a work request as soon as possible.</li> </ul>			

POSITION: Housekeeper/Night Supervisor	PAGE 2 OF 2	NOT APPLICABLE	MET STANDARD	DID NOT MEET STANDARD
<p><b>MAJOR RESPONSIBILITIES (CONTINUED)</b></p> <p>D. Safety:</p> <ul style="list-style-type: none"> <li>Maintains and demonstrates a thorough knowledge of departmental and corporate safety policies and procedures as they pertain to the job, including infection control, hazardous materials, fire and disaster plans.</li> <li>Maintains confidentiality of information deemed confidential.</li> <li>Maintains a thorough knowledge of applicable regulations: JCAHO, OSHA, etc.</li> </ul> <p>E. Teamwork Expectation:</p> <ul style="list-style-type: none"> <li>Maintains harmonious and cooperative relations with fellow employees, management, patients and guests.</li> <li>Promotes healing by maintaining a peaceful, orderly and clean environment.</li> <li>Acts as a role model in maintaining a professional atmosphere.</li> </ul> <p>II. Performs other related work as directed by immediate supervisor (i.e. participates in orientation of new personnel and completes assigned tasks in a timely manner).</p> <p>III. Department/Area Specific: Environmental services</p> <p>A. Customer population specific:</p> <ul style="list-style-type: none"> <li>Demonstrates ability to work with and provide appropriate service and information to the patients, general public, funding agencies, departments, employees and management.</li> </ul> <p>B. Supervisory Responsibilities:</p> <ul style="list-style-type: none"> <li>No supervisory responsibility.</li> </ul> <p><b>QUALIFICATIONS:</b></p> <p>Education: High school diploma or GED is required.</p> <p>Registration/Certification: Environmental services certification preferred.</p> <p>Experience: Six months of demonstrated work experience is required. Experience in environmental services (housekeeping) in the hospital setting is preferred.</p> <p>Skills: This position requires good organizational skills with attention to detail. Must be a self-starter. Possess ability to follow detailed written and oral instruction. Demonstrate professionalism, consideration and confidentiality towards others in stressful situations.</p> <p>Personal Traits: Must be courteous, accountable, and responsible for self and actions; dependable, honest, cooperative, adaptable, versatile, mature, good listener, objective and able to remain calm under stress. Must have ability to adapt emotional responses to the needs of people of varying temperament and disability.</p> <p>Physical Requirements: Must be in good physical health and pass a medical exam to work. Must be physically able to type, file, write, lift up to 50 lbs. without strain, bend, stoop, exert and reach. Frequent standing or walking required. Works with caustic cleaning agents and exposure to infectious microorganisms.</p> <p>Working conditions: Work will be performed in designated areas throughout the hospital and corporation.</p> <p>Work Hours: Work hours vary. Required participation in a call schedule and may work overtime on occasion.</p> <p>Travel: No travel required.</p>				