



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Clinic Housekeeper**
SUPERVISOR: Maintenance Supervisor
LOCATION: Peter Christensen Health Center
POST DATE: April 16, 2024
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to keep the clinic acceptable and safe for patients, staff, and clients that are seen at PCHC. The cleaning person is an integral part of the clinic and is bound by confidentiality guidelines as any other PCHC employee as that person may come in contact with data regarding patients or other confidential material.

Qualifications: High School Diploma or equivalent is preferred. Advanced training in Clinic/Health care specialty cleaning is preferred.

Salary: \$15.00/hr.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Clinic Housekeeper

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Maintenance Supervisor

D. DESCRIPTION OF DUTIES: The Clinic Housekeeper for the Peter Christensen Health Center is an integral part of keeping the clinic acceptable and safe for patients, staff, and clients that are seen. This person is bound by confidentiality guidelines, as they may come in contact with data regarding patients or other confidential material. General guidelines for cleaning and maintenance of the clinic may change as needed. Specific responsibilities include but are not limited to:

DAILY GENERAL CLEANING GUIDELINES: (Applies for entire clinic)

1. Empty waste receptacles, including red bag garbage and biohazard. Replace liners as needed.
2. Sweep and or dust mop floors.
3. Vacuum carpeted areas and mats.
4. Wet mop floors.
5. Spot dust desks.
6. Refill hand towel receptacles and clean surfaces.
7. Clean door handles.
8. Vacuum chairs and clean door windows.
9. Remove fingerprints from doors, walls, and partitioned glass.
10. Deep clean specific offices and spaces.
11. Clean and sanitize drinking fountains.

BATHROOM CLEANING GUIDELINES:

1. Clean toilet, sink, fixtures, dispensers, and floors.
2. Refill toilet paper and other dispensers.
3. Spot clean partitions and walls around fixtures.
4. Clean mirrors.

EXAM ROOM CLEANING GUIDELINES:

1. Clean and disinfect countertops, exam tables, and other surfaces.
2. Ensure table paper is full and clean.
3. Clean sinks and fixtures.
4. Spot clean mirrors, cabinet doors, and walls.

LABORATORY ROOM CLEANING GUIDELINES:

1. Clean floors, empty waste receptacles. Lab staff will clean counters, etc.

X-RAY ROOM CLEANING GUIDELINES:

1. Clean floors, empty waste, dust counters, and table as needed. X-Ray staff will clean rest.

DEPARTURE GUIDELINE:

1. Make sure Janitor closet is neat and orderly.
2. Leave only designated lights on.
3. Check to make sure doors are locked upon leaving.

WEEKLY:

1. Dust desks, office furniture, counters, file cabinets, telephones, ledges, window ledges, moldings, etc.
 2. Clean under exam tables.
 3. Clean inside and outside of waste receptacles.
 4. Clean walls and doors as needed.
- Ability to maintain the strictest confidentiality regarding all matters relating to patients in accordance with HIPAA.
 - Work towards achieving implementation of AAAHC certifications and conducts appropriate follow-up.
 - Assists in reviewing, modifying, and or developing department policy and procedures that govern the operations of the Environmental Services department.
 - Completes annual trainings and all other trainings as assigned.
 - Performs related and additional duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily interaction with clinic employees.
2. **External:** Some interaction with outside vendors.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Lead Housekeeper or designated Lead on site; and Maintenance Supervisor

H. EDUCATION: High School Diploma or Equivalent is preferred.

I. EXPERIENCE: Advanced training in Clinic/Health care specialty cleaning is preferred.

J. SKILLS:

1. Thorough knowledge of principles, methods, and techniques necessary to perform clinical cleaning services.
2. Ability to maintain confidentiality regarding all matters relating to patients.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work will be done primarily in a clinic environment setting.
2. **Exposure to Hazards:** Chemical cleaning supplies, potential exposure to communicable disease and blood borne pathogens.
3. **Physical Requirements:** Ability to bend, lift, walk and stand.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Clinic Housekeeper to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must have HeartSaver certification or obtain within six months of hire and maintain bi-annually thereafter. Employee must provide proof of immunity to measles, mumps, rubella, Hepatitis B, and TD/TDAP (tetanus/diphtheria/pertussis) at the time of employment and submit to a TB test. Must also submit to FIT testing. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

_____	_____	_____	_____
Employee	Date	Manager	Date
<u>Previously signed</u>	_____	<u>Previously signed</u>	_____
Tribal Administrator	Date	Human Resource Director	Date