

**NORTHERN CHEYENNE TRIBE
BOARD OF HEALTH
JOB ADVERTISEMENT
2018**

POSITION: Housekeeper (FT) (CLINIC)

SALARY: \$10 - \$12 per hour

DEPARTMENT: Northern Cheyenne Board of Health

ACCOUNTABLE TO: Director of Facility Services

CLASSIFICATION: Regular Full-time, Covered, Non-exempt

OPENING DATE: June 13th 2018

CLOSING DATE: June 20th 2018

How To Apply:

- Submit a completed NCT application,
- a completed **RESUME**,
- (3) current (within 1 year) letters of reference/recommendation (**one** must be past/present employer),
- Tribal certification (if claiming Indian preference),
- DD214 (if claiming Veteran's preference) & copies of certifications to the Northern Cheyenne Tribe,

Attention: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK:

Maintain the Health Center, hard floor areas such as hard floor areas such as hallways, exam rooms, lobby, restrooms and offices. This position **performs** quality work in carrying out duties. This position **adheres** to safety and sanitary health standards in performance and use of equipment.

JOB CHARACTERISTICS:

Nature of Work: This position **performs** physical labor in maintenance of floors, ensuring a clean and safe building. This position requires moderate physical activity and adheres to safety standards in cleaning and the use of chemical solutions.

Personal Contacts: Minimal contact with the public. Incumbent may coordinate duties with department to gain access to areas.

Supervision Received: General daily supervision received

Essential Functions: Must be knowledgeable and trained in operating housekeeping equipment, scrubbers, buffers, vacuum cleaners; sweeping, mopping, buffing and re-waxing floors. Must be able to lift and maneuver equipment.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

All wastebaskets and liners replaced daily in offices.

All medical wastes are properly removed, stored and containers sanitized.
All carpeted and hard floors are properly cleaned on a daily basis, more often if heavily used.

All metal, stainless steel, and ceramic surfaces will be cleaned, polished and disinfected daily.

All restrooms, both patient and public will be cleaned and disinfected daily, more often if heavily used.

All waiting, reception and office areas will be wiped down, dusted and vacuumed daily.

All carpeted floors will be shampooed at least every (3) three months, more often depending on use.

All hard floors will be wet mopped, sanitized and disinfected with an approved properly mixed germicidal detergent. Use of the two-bucket method will be utilized.

All hard surfaces will be properly scrubbed, stripped down if necessary and waxed as needed.

All ventilation grills, light fixtures, windows will be cleaned monthly, more often if necessary.

All medical patient areas, such as lab, x-ray, dental, pharmacy, exam rooms, Emergency Rooms, dental, audiology and T.B. rooms will be properly cleaned and disinfected.

JOB REQUIREMENTS:

Knowledge: This position **requires** a working knowledge of cleaning equipment, supplies, and techniques.

Skills: This position **requires** skills in the operation and maintenance of equipment.

Abilities: This position **requires** the ability to perform moderate physical activity; be dependable and self-motivating; adhere to standards of safety; complete tasks in a competent and timely manner; work as part of a team, communicate effectively, orally and in-writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors and the public.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Keeps the Community Health Center offices clean and tidy.
- Helps to maintain the safety of the premises.
- Demonstrates physical stamina to perform duties.
- Effectively operates and maintains cleaning equipment.
- Adheres to practices of safety standards and instruction on working with cleaning equipment and fluids.
- Deals tactfully and courteously with the public.
- Observes work hours and schedule.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- **Must** be able to attain certification per accreditation purposes
- **Must** attend training on safety
- **Must** have current immunization record
- **Must** attend all mandatory trainings and meetings
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.

EDUCATION AND EXPERIENCE:

High School Diploma or GED.

Minimum of **(1)** one-year related experience **preferred**.

Two years documented experience in cleaning in a medical facility is preferred.

Must pass physical examination during probation period.

Applicant is required to take a drug test and submit to a back ground check.