



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

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JOB TITLE: **Clinic Housekeeper (Part-Time)**
SUPERVISOR: PCHC maintenance Department
LOCATION: Peter Christensen Health Center
POST DATE: September 11, 2017
CLOSING DATE: September 25, 2017

General Description: The primary responsibility of this position is keeping the clinic acceptable and safe for patients, staff and clients to be seen there. This person is bound by the same strict 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 required.

Salary: \$10-\$12.00 per hour/ Dependent upon qualifications (5 hrs. a day)

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 via 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: PCHC Maintenance department

D. DESCRIPTION OF DUTIES: The Cleaning person for the PCHC Clinic is an integral part of keeping the clinic acceptable and safe for patients, staff and clients to be seen there. This person is bound by the same strict confidentiality guidelines as any other PCHC employee as that person may come in contact with data regarding patients or other confidential material. The position is currently part time working for approximately five hours per day. The following represent general guidelines for cleaning and maintaining the cleanliness of the clinic and they may be changed/added to or deleted at any time.

Daily:

General Cleaning Guidelines: (applies for entire clinic and is what Contract Health Office, Nursing Stations, Hallway, Pharmacy, Front Office, Doctors offices, Waiting room and Medical Records need exclusive) As needed.

- ✓ Empty waste receptacles, including red bag garbage and biohazard. Replace liners as needed.
- ✓ Sweep and/or dust mop floors.
- ✓ Vacuum carpeted areas and mats.
- ✓ Wet mop floors.
- ✓ Spot dust desks.
- ✓ Refill hand towel receptacles. Clean surfaces.
- ✓ Clean door handles.
- ✓ Vacuum chairs and clean door windows.
- ✓ Remove fingerprints from doors, walls and partitioned glass.
- ✓ Deep clean Specific offices and spaces.
- ✓ Clean and sanitize drinking fountains.
- ✓ **Bathroom Cleaning Guidelines:**
- ✓ Clean toilet, sink, fixtures, dispensers and floors.
- ✓ Refill toilet paper and other dispensers.
- ✓ Spot clean partitions and walls around fixtures.
- ✓ Clean mirrors.
- ✓ **Exam Room Cleaning Guidelines:**
- ✓ Clean off/disinfect countertops, exam tables and other surfaces.
- ✓ Ensure table paper is full and clean.
- ✓ Clean sinks and fixtures.
- ✓ Spot clean mirrors, cabinet doors and walls.
- ✓ **Laboratory Guidelines:**
- ✓ Clean floors, empty waste receptacles. Lab staff will clean counters etc.

- ✓ **X-ray Guidelines:**
- ✓ Clean floors, empty waste, dust counters and table as needed. X-ray staff will clean rest.
- ✓ Dental Office Guidelines:
- ✓ Clean off/disinfect all countertops, exam tables and other surfaces.
- ✓ Ensure table paper is full and clean.
- ✓ Clean sinks and fixtures.
- ✓ Spot clean mirrors, cabinet doors and walls.
- ✓ Spot clean dental lab (check with dental staff on expectations).
- ✓ **Departure Guideline:**
- ✓ Make sure Janitor closet is neat and orderly.
- ✓ Leave only designated lights on.
- ✓ Check to make sure doors are locked upon leaving.

WEEKLY:

- ✓ Dust desks, office furniture, counters, file cabinets, telephones, ledges, window ledges, moldings, etc.
- ✓ Clean under exam tables.
- ✓ Clean inside and outside of waste receptacles.
- ✓ Clean walls and doors as needed.

E. SUPERVISORY RESPONSIBILITIES: None

F. SUPERVISION RECEIVED: PCHC Maintenance Department

G. EDUCATION: High School Diploma or Equivalent is required.

H. EXPERIENCE: Advanced training in Clinic/Health Care specialty cleaning would be desirable.

I. SKILLS:

- 1) Through knowledge of principles, methods and techniques necessary to perform clinical cleaning services.
- 2) Ability to maintain confidentiality regarding all matters relates to patients.

J. WORKING ENVIRONMENT:

1. **Work Conditions:** Work will be done primary 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.

K. 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.

L. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. 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.

M. SIGNATURE:

Tribal Administrator **Date**