



CANONCITO BAND OF NAVAJOS
HEALTH CENTER

129 Medicine Horse Drive-To'Hajiilee, NM 87026 INC.
Phone (505) 908-2307 / Fax (505) 908- 2310

HOUSEKEEPER

Position Description

Department:	Facilities
Job Code:	
Pay Range:	
Hours/Week:	20 hours per week
Position Type:	Part-Time

Reports To (Title):	Facilities Manager
Classification:	Non-Exempt
Effective Date:	January 1 st , 2023
Revised Date:	

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center, Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendor
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all CBNHC and Health Center policies and procedures, as well as all applicable laws.

POSITION PURPOSE

Housekeeping/Facilities Maintenance is responsible for a full range of maintenance duties including specialized cleaning required in a clinical setting in accordance with established housekeeping procedures and methods; and maintenance of physical facilities to ensure safe and continued operation. Position involves approximately 30% housekeeping duties and 70% facilities management.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Cleans office, public and staff bathrooms, corridors, patient's examination rooms, outpatient areas, pharmacy, dental, optometry and patient waiting areas and any other areas requiring cleaning by vacuuming, wet mopping, stripping, resealing floors with floor finishes and polishing of floors. Washing walls, windows and partitions. Uses mops, brushes, cloths and cleaning solutions in the performance of duties per schedule
- Vacuums, sweeps, mops, scrubs, applies floor finish and polishes floor surfaces throughout the health center facilities. Work is done by hand or with powered equipment, some of which require a training period. Keeps inventory of cleaning materials and equipment and reports and requests all supplies when low.
- Maintains custodial equipment by cleaning, oiling, or adjusting machine to assure maximum use. Reports all major repairs to the supervisor.
- Empties waste baskets, trash containers from offices and refuse (regular trash) containers from assigned areas throughout the facility. Takes the refuse outside to be put in the trash dumpsters.
- Responsible for keeping building exterior and parking lots free of trash. Empties exterior entrance trash containers, wipes benches, railings and handles, and clean windows. Aids in snow removal.
- Interior and exterior painting and touch-up work.
- Keeps grounds free of weeds and general landscaping maintenance.
- Collects and disposes of regulated medical waste (RMW) in Red bags and disposes in accordance with established procedures. Cleans containers, as directed. Properly transport RMW in accordance with OSHA and health center Infection Control Policies to storage areas
- Washes windows identified within the facility, dusts blinds, washes walls, dust vents, replaces light fixtures in all areas on a routine basis and when planned. These duties require climbing and standing on ladders. Washes chairs and cushions in waiting areas.
- Keeps restrooms in a clean, orderly, and sanitary condition by, sweeping, vacuums, scrubs, and waxes floors. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, dispensers,



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vents, and water fountains. Dusts ledges and woodwork. Replaces deodorizers, toilet tissue, hand towels, and soaps. Removes graffiti as soon as possible utilizing appropriate chemicals.

- Assists in moving heavy items, such as furniture, exam tables, and cabinets in patients care areas.
- Washes and disinfects all outpatient rooms, stands, and other determined equipment that is used for treatment of patients.
- Specialized cleaning per health center protocols for contamination of isolation rooms. Ability to read, understand and distinguish isolation room placard to follow procedural cleaning process. Responsible for knowing when and how to don Personal Protective Equipment for protection of self from transmittable diseases and viruses.
- Collects and maintains in a binder of all Material Safety Data Sheets (MSDS) of all housekeeping solutions and such, as required by policy. Must have ability to use MSDS for handling chemical spills and use proper precautions, as outlined in the MSDS for cleanup and disposal.
- Performs other housekeeping and facilities maintenance duties as assigned.
- Proactive in spotting safety issues and maintain premises in safe and hazard-free condition.
- Assists Facilities Manager in equipment inspections and performing basic and routine maintenance on equipment and facilities structure.
- Responds to basic maintenance requests (i.e. changing light bulbs, clearing clogged sinks, assembling furniture, etc.)
- Provides physical support to Facilities Manager such as handing equipment, holding ladder, etc.

MINIMUM MANDATORY QUALIFICATIONS

Education:

- High School Diploma or GED equivalent.

Experience:

- One (1) year experience working in a medical setting providing housekeeping and/or facilities services. Preference will be given to those candidates with more extensive facilities maintenance experience.

Mandatory Knowledge,
Skills, Abilities, Other

Qualifications:

- Skill in using cleaning tools such as buffers, vacuum cleaners and proper cleaning techniques; and common repair tools.
- Must maintain a professional appearance and acceptable personal hygiene.
- Basic communication and interpersonal skills in handling interactions with staff, patients and families. Ability to read, write, understand, and follow written and verbal instructions.
- Ability to follow safety procedures to avoid creation of hazards and contamination of oneself, patients, staff and visitors.
- Must be able to use a variety of cleaning agents and solutions to clean a variety of stains and bacteria
- Ability to clean and make mechanical adjustments on machines and other uses of housekeeping supplies and cleaning equipment.
- Ability to perform basic repairs on plumbing, electrical and structural items.
- Familiar with basic hand and electrical tools.
- Knowledge of and sensitivity to cultural and language differences. Practice courtesy towards patients, visitors and staff.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
- Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo native language.
- Similar work experience in healthcare environment.



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WORK ENVIRONMENT

- Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Duties require using cleaning agents that have chemicals and may produce heat, fumes and gases. This position may be exposed to certain health risks that are inherent when working within a health center facility. Duties require using hazardous chemicals requiring understanding and comprehending the Material. Data sheets to prevent minimal exposure to chemical fumes or skin contact. Use of proper precautions, such as proper chemical glove and uniforms is required.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job includes reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
- Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
 1. E-mail to humanresources@cbnhc.org
 2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026.
 3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 8702

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.