



MESCALERO APACHE TRIBE Position Description

JOB ANNOUNCEMENT

Position Title: Part-time Housekeeping/ Laundry Aide
Department: MCC Housekeeping
Employment Status: Non-Exempt
Grade: NE4
Open/Close Date: **OPEN UNTIL FILLED**

Job Summary

The Housekeeping Aide provides cleaning services to provide a safe, sanitary, comfortable and homelike environment for residents, staff and the public. The Laundry Aide handles, folds, sorts, stores, processes, and transports laundry and linen throughout the facility so that sufficient supplies are available to meet resident needs. Housekeeping and Laundry services provided are in accord with facility policies and procedures and consistent with state and federal laws and regulations to maintain an environment that enhances the quality of life for residents. Mescalero Care Center reserves the right to adjust employment assignments as deemed necessary to facilitate the everyday operations of the facility.

Duties and Responsibilities

- Cleans (dust, dry mop, wet mop, sanitize, scrub) assigned resident rooms, bathrooms and common areas daily according to facility procedures.
- Respects residents' privacy and preferences about room arrangement, personal items. Knocks before entering resident rooms and bathrooms.
- Cleans walls, ceilings, windows, mirrors, according to department procedures and cleaning schedules.
- Sorts soiled laundry according to departmental procedures for handling linen and for infection control.
- Loads of appropriate amount of laundry into washing machine. Adds correct amount of detergent.
- Maintains separation between soiled and clean laundry.
- Care for residents' personal laundry according to each individual's personal needs and preferences. Delivers clean laundry to residents' room. Requests residents' permission before entering room.
- Follows facility procedures to ensure that personal laundry is always returned, without damage from the laundry process, to the correct owner.
- Operates laundry equipment according to manufacturer's instructions.
- Utilizes personal protective equipment according to departmental policies and procedures.
- Follows all safety information and procedures when using chemical compounds. Refers to product labels and Material Safety Data Sheets for information. Keeps all products in original containers. Asks supervisor for assistance is unsure of proper handling techniques.
- Inspects laundry item and reports wear and damage to supervisor.
- Returns clean laundry and linens to units promptly. Stocks linen carts and closets as scheduled. Notifies supervisor of any difficulty in meeting unit needs for laundry. Places laundry carts in proper position on units.

- Maintains workplace in orderly, clean manner. Stores supplies and equipment in proper places when not in use.
- Communicates with supervisor throughout shift as needed.
- Takes appropriate actions to secure housekeeping supplies out of reach of residents at all times.
- Disposes of trash and waste, including bio hazardous waste and other materials that require special handling in compliance with state and federal requirements.
- Posts signs indicating a safety hazard any time housekeeping activities pose environmental hazards to staff, residents, visitors or others in the facility.
- Uses personal protective equipment when at risk of exposure to blood or other potentially hazardous body fluids and at all other times indicated by facility policies and procedures.
- Complies with all safety instructions and procedures when using chemical substances. Refers to labels and Material Data Sheets for instructions. Asks supervisor for assistance if unsure of proper handling techniques.
- Monitors and reports all evidence of rodents or pests to supervisor.
- Communicates with Director of Housekeeping & Laundry throughout shift and as needed.
- Assists Director of Housekeeping & Laundry with preparation for state inspections. Attends survey training and interacts with state surveyors and instructed by immediate supervisor.
- Reports injury of self or others to supervisor immediately.
- Attends in-service education programs assigned. Applies information to job tasks.
- Monitors workplace for safety and fire hazards and corrects or reports potential problems. Reports housekeeping and maintenance problems, including equipment breakdown, to Director of Housekeeping & Laundry promptly.
- Participates in fire and disaster drills. In event of an emergency, carries out assigned duties to assure resident safety.

Minimum Qualifications

- Education: High School Diploma or GED
- Certificate/Licenses: None
- Work Experience: None Required

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Carries out all duties in accord with the facility mission and philosophy.
- Demonstrates knowledge of and respect for the rights, dignity, and individuality of each resident in all interactions.
- Appreciates the importance of maintaining confidentiality of resident and facility information.
- Demonstrates honesty and integrity at all times in the care and use of resident and facility property.
- Able to understand and to follow written and verbal directions. Able effectively to communicate with staff members and residents through verbal and/or written means.
- Sufficient mobility, and strength to move freely through the building, to assure resident safety at all times and to assist, transfer or otherwise move residents of facility out of danger in case of emergency.
- Demonstrates respect for coworkers and responds to needs of residents by complying with facility policies on attendance and punctuality and dress code. Able to arrive and to begin work on time and to report for duty as scheduled on all shifts, weekends, and holidays.

- Working knowledge and ability to comply with facility policies and procedures for work place safety including infection control procedures, application of universal precautions for blood borne pathogens, use of personal protective equipment and handling of hazardous materials.
- Demonstrates ability to prioritize tasks/responsibilities and complete duties/projects within allotted time.
- Able to respond to change productively and to handle additional tasks/projects as assigned.
- Able to carry out the essential functions of this job (with or without reasonable accommodation) without posing specific, current risk of substantial harm to health and safety of self and others.

Physical Demands

Successful performance of essential functions can best be achieved through consistent application of current knowledge, use of good judgment, teamwork, common sense, ability to establish and carry out priorities, effective use of interpersonal skills and ongoing communication with residents, staff, and families, interdisciplinary team members, and government officials, including state surveyors and ombudsman.

This job cannot be performed without exposure to the stresses associated with the intimate, 24 hour residential care environment that delivers care and services primarily to disabled and cognitively impaired residents. Examples of these stresses include, but are not limited to: shift rotation, weekend and holiday duty, unusual or impaired behavior by residents, family reactions to having a loved one in the nursing home, death and dying, oversight of state surveyors, ombudsman and federal officials, presence of consultants and attorneys, and variable involvement of medical staff.

Essential functions are carried out in variety of positions including standing and sitting. To meet resident's needs, virtually all positions require the ability to move freely through the building. Stooping, bending, lifting and carrying as well as other physical demands may be required as described in the Essential Physical Demands of this position.

- **MOBILITY:** Ability to move freely from angles.
- **LIFTING:** Ability to perform moderate lifting 35 to 40 lbs.
- **CLIMBING/BALANCING:** Must be able to climb step ladders for cleaning above head level. Ability to bend while putting clothes in and out of washers and dryers, also for sorting clothes.
- **STOOPING/BENDING:** Ability to stoop and bend freely for cleaning above and below surfaces.
- **PUSHING:** Ability to push cleaning cart, furniture, etc. Ability to push loaded laundry carts.
- **STANDING/SITTING:** Ability to withstand prolonged periods of standing.
- **REACHING:** Must be able to reach above head for overhead cleaning. Be able to extend arms out for folding.
- **HEARING:** Must be able to hear verbal communication. Ability to hear all machinery in laundry room.
- **SPEAKING:** Able to speak clearly enough for another person to understand.
- **VISION:** Must be able see things that must be cleaned. Ability to have good eyesight for reading labels on clothing.
- **COLOR VISION:** Must be able to read red hazardous labels. Be able to see colored clothes.

Work Environment:

INSIDE/OUTSIDE: Must be able to withstand temperatures inside and out for certain cleaning purposes.

COLD/HEAT: Must be able to tolerate different temperatures in the building. Ability to withstand some heat from dryers in summer months.

NOISE/VIBRATIONS: Able to withstand noises. Example: vacuum cleaner, carpet cleaner, or other equipment used in the facility.

DRY/DUST: Be able to work around dusty areas. Ability to withstand the cleaning of dryer lint traps.

FUMES/ODORS/CHEMICAL EXPOSURE: Ability to withstand urine odors and odors such as bleach, or any chemicals used in laundry. Daily odors of cleaning supplies.

OTHER ENVIRONMENTAL HAZARDS: Be alert and know which chemicals are hazardous and take the correct precautions.

The Occupational Safety and Health Administration (OSHA) has determined that certain employees in nursing homes are at significant risk of exposure to blood borne pathogens such as Hepatitis B and Human Immunodeficiency Virus (HIV).