



## MESCALERO APACHE TRIBE Position Description

### JOB DISCRPTION

<b>Position Title:</b>	<b>Housing Keeping Supervisor</b>
<b>Department:</b>	<b>Mescalero Care Center</b>
<b>Employment Status:</b>	<b>NE8</b>
<b>Open date: January 12, 2021</b>	<b>Open until filled</b>

#### Job Summary

The Supervisor of Housekeeping Department assist in supervising the day-to-day activities of the Housekeeping Department in accordance with current Federal, State, and local standards, guidelines and regulations governing our facility, and as may be directed by the Director of Environmental Services, to assure that our facility is maintained in a clean, safe, and comfortable manner. As Housekeeping Supervisor you are delegated the administrative authority, responsibility, and accountability necessary to carry out your assigned duties. Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### Duties and Responsibilities

- Assume the administrative authority, responsibility, and accountability of supervising the housekeeping department.
- Supervise the day-to-day housekeeping functions of assigned personnel.
- Assist the director in setting housekeeping standards.
- Assist in developing procedures for performing daily housekeeping tasks.
- Assist the director in standardizing the methods in which work is accomplished.
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- Assist the director in scheduling work assignments, preparing cleaning schedules, etc. Revise as necessary.
- Coordinate daily housekeeping services with nursing service when performing routine cleaning assignments in resident living and/or recreational areas.
- Ensure that work/cleaning schedules are followed as closely as practical.
- Submit accident /incident reports to the director on the shift in which they occurred.
- Perform administrative requirements (i.e., completing necessary forms, reports, etc.) and submit to the Director as necessary.
- Agree not to disclose assigned user ID code and password for accessing resident/facility information In addition, promptly report suspected or known violations of such disclosure to the Administrator.
- Agree not to disclose resident's protected health information and promptly report suspected or known Violations of such disclosure to the Administrator.
- Report any known or suspected unauthorized attempt to access facility's information system.
- Implement recommendations from the infection Control, Safety, and QA Committees, etc., as Directed/necessary.

- Train assigned personnel in the proper techniques of mixing chemicals, cleaning disinfectants, and solutions; of cleaning methods; and the use of equipment, etc., as directed.
- Attend department and staff meetings as directed or called.
- Assist in the orientation and training of housekeeping department personnel.
- Assist in conducting departmental performance evaluations as necessary and in accordance with the facility's policies and procedures.
- Assign personnel to specific tasks in accordance with daily work assignments.
- Report daily absenteeism and tardiness to the Director.
- Counsel/discipline assigned personnel as requested or as necessary. Report such actions to the Director.
- Report known or suspected incidents of fraud to the Administrator.
- Attend and participate in annual facility in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, Safety, etc.).
- Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.
- Knock before entering a resident's room.
- Ensure that the resident's personal and property rights are maintained by assigned personnel.
- Instruct department personnel to inform residents when moving personal possessions.
- Assist in demonstrating new products, cleaning techniques, etc., as directed.
- Performs other duties as assigned.

#### **Minimum Qualifications**

- High School Diploma or GED
- Must be familiar with care of various types of floors, with cleaning materials, etc., and with cleaning and general housekeeping methods and equipment.

#### **Knowledge, Skills, Abilities:**

- Interpret department policies and procedures to new housekeeping personnel.
- Review job description and duty assignment with new department personnel as directed/necessary.
- Ensure that personnel are performing assigned task in accordance with established housekeeping procedures.
- Review and evaluate the work performance of assigned personnel. Make recommendations to the Director.
- Assist in conducting departmental performance evaluations as necessary and in accordance with the facility's policies and procedures.
- Ensure that departmental disciplinary action is administered fairly and without regard to race, color, creed, national origin, age, sex, religion, handicap, or marital status.
- Review complaints/grievances of department personnel and make oral/written recommendations and reports to the Director.
- Meet with assigned personnel monthly to assist in identifying and correcting problem areas, and/or improving services.
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a claim environment throughout the facility.

- Ensure that departmental computer workstations left unattended are properly logged of or the password protected automatic screen-saver activities within established facility policy guidelines.
  - Participate and assist in department studies and projects as directed.
  - Provide leadership, follow instructions, and take suggestions (constructive criticism).
  - Ensure that fire protection and prevention programs are maintained by department personnel in Accordance with our fire safety policies and procedures.
  - Ensure that housekeeping personnel follow established safety precautions when performing tasks and when using equipment and supplies.
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- Ensure that all personnel wear and/or use safety equipment and supplies (e.g., back brace, mechanical lifts, etc.) when lifting or moving heavy objects.
  - Ensure that assigned work areas are maintained in a clean, safe, comfortable and attractive manner.
  - Ensure that appropriate MSDSs for chemicals being used by housekeeping personnel are on file and easily accessible.
  - Ensure that containers of hazardous chemicals in the department are properly labeled and stored. Report problems areas to the Safety Officer.
  - Ensure that all housekeeping personnel follow established policies governing the use of labels and MSDSs.
  - Report all hazardous conditions or equipment to the Director.
  - Ensure that established infection control and universal precautions practices are maintained when performing housekeeping procedures.
  - Ensure that all personnel performing task that involve potential exposure to blood, body fluids, or hazardous chemicals participate in appropriate in-services training programs prior to performing such tasks.
  - Report occupational exposure incidents to the Director.
  - Ensure that housekeeping personnel follow established handwashing procedures.
  - Ensure that refuse is disposed of daily and in accordance with our established sanitation procedures.
  - Ensure that housekeeping personnel follow established policies governing the use/disposal of personal protective equipment and disposal of infections wastes.
  - Coordinate routine/terminal isolation procedures with nursing services.
  - Conduct daily inspections of assigned work areas to assure that cleanliness and sanitary conditions are maintained.
  - Other(s) that may become necessary/appropriate to assure that our facility is maintained in a clean, safe, and comfortable manner.
  - Recommend equipment and supply needs to the Director.
  - Ensure that an adequate supply of housekeeping supplies is maintained in utility/janitorial closets to perform daily tasks.
  - Monitor housekeeping procedures to ensure that supplies are used in an efficient manner to avoid waste.
  - Ensure that appropriate personal protective equipment used in the handling of infections materials is available and easily accessible to housekeeping personnel.
  - Ensure that equipment is cleaned and properly stored at the end of the shift.
  - Report suspected or known incidence of fraud relative to false billings, cost reports, kickbacks, etc.

### **Specific Requirements:**

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions, to follow instructions, and to accept constructive criticism.
- Must possess the ability to deal fancifully with personnel, residents, family members, visitors, government agencies/personnel and the public.
- Must be knowledgeable of housekeeping practices and procedures in the nursing care facility.
- Must possess leadership ability and the willingness to work harmoniously with and supervise other personnel.
- Must have the ability to plan organize, develop, implement, and interpret the programs, goals, objectives, policies, procedures, etc., of the housekeeping department.
- Must maintain the care and use of supplies, equipment, etc., and maintain of the appearance of housekeeping areas; must perform regular inspections of resident rooms/units for sanitation, order, safety and proper performance of assigned duties.
- Must have patience, tact, a cheerful disposition, and enthusiasm as well as be willing to handle residents based on whatever maturity level at which they are currently functioning.
- Must possess the ability to seek out new methods and principles and be willing to handle residents based on whatever maturity level at which they are currently functioning.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing housekeeping practices.
- Must be able to relate information concerning a resident's condition.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

### **Work Environment**

- Must be able to move intermittently throughout the workday.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with the residents, personnel.
- Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times, hostile people with the facility.
- Must be able to push, pull, move, land/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
- Works throughout the housekeeping service areas (i. e., resident rooms, therapy rooms, dietary, etc.).
- Moves intermittently during working hours. Is subject to frequent interruptions and may need to reschedule cleaning activities. Is involved with residents, personnel, visitors, government, agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, personnel, and visitors. Communicates with housekeeping personnel and other department personnel.
- Works beyond normal working hours and on weekends and holidays when necessary, as well as in other positions as needed. Is subject to call back during emergency conditions (e.g., severe weather, evacuations, post-disaster, etc.).

- May be required to perform daily housekeeping task.
- Attends and participates in continuing educational programs.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to exposure to infectious waste, disease, conditions, etc., including **TB** and **AIDS** and **Hepatitis B** viruses.
- May be subject to handling of and exposure to hazardous chemicals.
- Maintain a liaison with other department supervisors to adequately plan for housekeeping services/activities.

Work is generally performed indoors, and ambulance settings in emergency and extremely stressful situations. Noise level is high and frequent exposure to alarms and hazards. Exposure to outdoor weather conditions, fumes or airborne particles, smoke, toxic or caustic chemicals, blood borne pathogens, hazardous material and infectious disease. Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed. Evening, weekend, and/or holiday work will be required.

**Acknowledgment**

I have read this description and full understand that the requirements set for therein have determined to be essential to this position (unless otherwise noted in Column 2). I hereby accept the position of Housekeeping Supervisor and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious disease, air contaminants ( including tobacco smoke), and hazardous chemical and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at will, and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination can be made either with or without notice.

Date: \_\_\_\_\_ Signature-Housekeeping Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Signature-Director of Environmental Services: \_\_\_\_\_