



Opaskwayak Health Authority Position Description

Identifying Information

Position Title:	Janitor
Reports To:	Director of Finance & Administration
Program:	Operations
Department:	Finance & Administration
Date:	04-June-2020

Job Summary

Reporting to the Director of Finance & Administration, the Janitor is responsible for custodial activities; seasonal activities; maintenance & supplies activities; and other minor activities.

Key Responsibilities

Custodial Activities
<ul style="list-style-type: none"> Assists in set up & cleanup for meetings Cleans & repairs minor damages resulting from vandalism Collects & removes recycling materials & deposits in assigned storage bin daily Communicates with other OHA professionals to identify custodial issues arising in their area; spot cleans areas as required Ensures that all duties performed & equipment being used complies with health & safety & WHMIS requirements for personal protective equipment Identifies sanitation, general cleanliness & equipment issues & reports to supervisor as required Performs monthly property inspections & deals with issues accordingly Sanitizes physician & nursing work areas, examination & treatment rooms, reception areas, kitchen & water dispensers daily Sweeps, vacuums, washes & cleans floors, hallways, offices, meeting rooms & public areas daily Washes & disinfects all washroom floors & facilities, wipes down equipment including photocopier, washer / dryer, fridge, freezer, mirrors, etc.
Seasonal Activities
<ul style="list-style-type: none"> Cleans & washes walls, windows, blinds, etc. on a semi-annual basis Cleans window exteriors & maintains cleanliness of surrounding grounds during spring, summer & fall months Clears snow, salts sidewalks & ensures that entry & exit doors are clear of debris daily - in order to ensure client & employee safety
Maintenance & Supplies Activities
<ul style="list-style-type: none"> Ensures that there are adequate cleaning supplies & materials on hand; reports low supply levels to supervisor; order supplies as directed by supervisor; picks up orders as directed by supervisor Inspects & maintains cleaning equipment, changes brushes & flushes clogged lines monthly or more frequently as required Performs minor repairs on windows, doors, office furniture, small equipment, appliances, window blinds & washroom facilities; reports issues that cannot be repaired to supervisor Replenishes (re-stocks) supplies in washrooms, examination rooms, etc. daily or several times daily, as required Stocks cleaning cart & maintains tidiness & cleanliness of cart Stores cleaning materials & supplies safely & orderly
Other Minor Activities
<ul style="list-style-type: none"> Checks on various non-OHA onsite workers; provides access, safety & security checks Other minor tasks including errands as directed by supervisor

Education & Training

Education	<ul style="list-style-type: none"> Grade 12 or GED equivalent (required)
Licenses & Certificates	<ul style="list-style-type: none"> Valid Manitoba Class 5 Driver's License (required) Daily access to a vehicle (required) Certificate – First Aid, CPR (preferred)
Other	<ul style="list-style-type: none"> None

Knowledge, Skills & Abilities

Knowledge	<ul style="list-style-type: none"> Knowledge of WHMIS & Health & Safety requirements - Local, Provincial, & Federal (required) Knowledge of all relevant legislation, standards, policies & procedures required by the position (required) Knowledge of standard cleaning procedures, infection prevention & control (required)
Skills	<ul style="list-style-type: none"> Excellent listening, communication & interpersonal skills (required) Excellent time management & organizational skills (required)
Abilities	<ul style="list-style-type: none"> Ability to read & understand labels / instructions of cleaning chemicals & products (required) Ability to stand for long periods of time & carry / lift a minimum of 25 lbs. (required) Ability to work independently & within a team environment (required) Ability to work overtime as required (required) Ability to work outdoors as required (required) Ability to maintain the confidentiality of information (required)

Experience

Experience	<ul style="list-style-type: none"> 1 year experience (required) Satisfactory employment record including attendance at work (required)
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Employment Checks

Other	<ul style="list-style-type: none"> Criminal record check (required)
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Organizational Competencies

Client Focus	
<ul style="list-style-type: none"> Applies customer service guidelines that are appropriate for the situation Creates, develops & nurtures culturally appropriate interactions & connections with ICT members / clients / families / co-workers / service delivery partners / community members Develops & maintains successful working relationships with ICT members / clients / families / co-workers / service delivery partners / community members Identifies & embraces opportunities to provide helpful information to clients & families Provides exceptional client service & ensures that clients / families perceive that that all staff are invested in attending to their needs Understands & is sensitive to culturally diverse customs & traditions impacting health care of clients / family Works with ICT members to ensure efficient & effective flow of clients through the department 	
Teamwork	
<ul style="list-style-type: none"> Attends staff meetings, training sessions, planning / problem solving sessions, huddles, check-in, etc., recognizing that active participation increases quality of client-focused service delivery Develops & maintains interpersonal relationship in order to be a fully effective & fully participating ICT member in a care delivery model that focuses on team building Mentors new / same position staff in other ICTs Participates in committees within the department 	

<ul style="list-style-type: none"> • Participates in fulfilling the mission, vision, values, goals & objectives of the organization • Serves as a resource to other integrated care teams • Supports & participates as an active ICT member • Works collaboratively with ICT members / clients / families / co-workers / service delivery partners / community members • Works effectively in a multi-disciplinary team environment
Communication
<ul style="list-style-type: none"> • Attends & participate in daily huddles & check-ins as an key component of quality & safety in client care • Communicates issues & concerns promptly to supervisor • Communicates with team members to support & facilitate high quality & safety focused client care • Ensures that verbal & written communication is clear, concise & understood by the listener; asks for feedback • Liaises with internal & external service delivery partners • Practices professional & effective written, oral & interpersonal skills
Quality of Service Delivery
<ul style="list-style-type: none"> • Applies advanced access principles • Applies knowledge / complies with policies, procedures, best practice guidelines & applicable legislation • Complies with quality, safety & infection control standards • Maintains a clean & orderly work environment • Meets or exceeds attendance standards in order to support • Practices continuous quality improvement to program & service delivery, process & organizational effectiveness • Reports defective or missing equipment & safety hazards • Understands key concepts including same day access, primary care provider continuity, empanelment & integrated care
Quality of Performance
<ul style="list-style-type: none"> • Ability to perform job with minimal supervision • Arrives at work & starts on-time in order to support of client-focused care delivery • Develops & monitors a system for tracking / monitoring / managing tasks / actions items / projects • Efficiently & effectively manages multiple tasks / responsibilities • Maintains & develops a high level of computer skills in order to effectively & efficiently access multiple programs that support high quality client service delivery • Maintains professionalism at all times, practices conflict resolution skills with clients & staff • Effectively prioritizes needs, problem solves & makes decisions to the level required by the position • Seeks out & participates in learning opportunities in order to develop practical / technical / professional skills required by the position • Takes responsibility for all work activities & personal actions by following through on commitments

Cultural Competencies

Seven Sacred Teachings	Humility • tapaténimōwin • To accept yourself as a sacred part of creation is to know humility <ul style="list-style-type: none"> • Learn not to be arrogant • Do not think too highly of yourself • Do not want for yourself
	Honesty • tapwéyatisiwin • To walk through life with integrity is to know honesty <ul style="list-style-type: none"> • Be truthful & trustworthy • Use straightforward & appropriate communication • Be honest with yourself as well as with others
	Respect • kistenítamowin • To honour all creation is to have respect <ul style="list-style-type: none"> • Show regard for the values of people & things through appreciation • Don't hurt anything or anyone on the outside or inside

Teachings	<ul style="list-style-type: none"> • Never take more than you need & always give away that which you do not use • Learn respect & learn balance
	Courage • sōkétahawin • To face life with courage is to know bravery; the personal strength to face difficulties & challenges <ul style="list-style-type: none"> • Have courage • Make positive choices • Stand up for your convictions
	Wisdom • nipwakéwin • To cherish knowledge is to know wisdom <ul style="list-style-type: none"> • To live your life based on your unique gifts is to live wisely • Do not live based on what you wish you were • Live on what you are
	Truth • tapwéwin • To know these things is to know truth <ul style="list-style-type: none"> • Be sincere in action, character & what you say • Pray, every day • Ask for yourself when there is no recourse • And give thanks, always
	Love • sakítowin • To know love is to know peace <ul style="list-style-type: none"> • You must understand and live the other six teachings before you can know love • Attachment is based upon devotion, admiration, tenderness, unselfishness, loyalty & concern • To love yourself is to live in harmony with all creation

Supervisory Responsibilities

- No supervisory responsibilities

Working Conditions

Mental Demands	<ul style="list-style-type: none"> • Pleasant work environment • Frequent changes in policy/process • Frequent interruptions that are disruptive • Occasional changes in the workplace (staff, budgets, etc.)
Physical Demands	<ul style="list-style-type: none"> • Lack of onsite office & / or shared workspace • Occasional exposure to dangerous & harmful machinery / equipment • Occasional lifting, push, & pulling up to 100 lbs. • Occasionally isolated from peers for long periods of time
Work Context	<ul style="list-style-type: none"> • Occasional meeting cancellations & / or interruptions • Occasionally required to work overtime

Approvals (required for job descriptions only)

I certify that this is an accurate description of the responsibilities required of the position & that it forms the basis for the position classification level & the performance appraisal related to this position.

Human Resource Manager

Date

Program Manager / Title

Date

Executive Director

Date

Employee Signature (required upon acceptance of job offer)

I have read the foregoing & understand it is a description of the duties assigned to my position.

Signature of Employee

Date