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10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

## **Ilanka Community Health Center On-Call Clinic Housekeeper**

**Team:** Health and Wellness Team

**Salary Range:** \$22.00-\$28.00 per hour

**Reports to:** Clinical Services Manager

**Schedule:** On-Call

**FLSA Status:** Non-Exempt from Overtime

**Last Revised:** October 2022

*The Ilanka Community Health Center (IHC) On-Call Clinic Housekeeper works on an On-Call Basis, as needed, or when the Clinic Housekeeper is absent. Detailed processes will be provided upon hire. Position is expected to work under the guidance of the Clinic Housekeeper and Clinical Services Manager.*

### ***Duties/Responsibilities:***

- Cleaning and disinfecting of clinic space.
- Cleaning of NVE housing or other clinic administrative spaces, as needed.
- Participate in infection control training.
- Cleaning includes, but is not limited to:
  - Windows, floors, restrooms, and other areas of clinic to ensure patient and employee safety.
  - Disposal of wastes in wastebaskets as well as clean the wastebaskets.
  - Appropriate disposal of medical waste products like syringes, hand gloves, face mask, sachets of tablets, etc.
  - Dusting of furniture, fixtures, and equipment.
  - Replenishing soap and paper supplies.
  - Disinfecting areas where there may have been blood or bodily fluid contact.
  - Using various types of cleaning equipment, like vacuum cleaners, washing machines, etc.
  - Documenting the procedure involved in the disposal of clinic waste products and ensure that the right procedure in line with the standard practice of the clinic, is followed.
- Performs other related duties as assigned.

### ***Required Skills/Abilities:***

- Strong organizational skills and hygienic practice.
- Basic mathematical skills needed to mix cleaning agents appropriately in accordance with the instruction of the manufacturer.
- Able to follow instructions and always maintain a positive disposition.
- Ability to maintain a willingness to learn new skills and knowledge while on the job, especially the use of chemicals and understanding of basic safety procedures.
- Ability to communicate effectively in writing and in person.

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- Always maintain punctuality.
- Ability to work independently and as part of a team using problem-solving skills.

***Education and Experience:***

- High School Diploma or GED.
- One year of cleaning experience, preferred. Training will be provided.

***Physical Requirements:***

- Regularly bend, crouch, stand, twist, move or push cleaning cart to complete work.
- Regularly use mental and written methods to complete work.
- Typically lifts 15 lbs. to coordinate work.
- Majority of work will be completed in a medical primary care clinic, with some work completed in residential housing location.
- Exposure to housekeeping products.
- **(Category I)** Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

***Disclaimer***

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

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Employee Signature

Date