

JOB ANNOUNCEMENT

POSITION: Housekeeping Foreman

SALARY: Grade 20 Step 1; \$20.21

PROGRAM: Tribal Health

SUPERVISOR: Facilities Manager

CLASSIFICATION: Exempt

LOCATION: Owyhee, NV

OPEN: January 29, 2021

CLOSES: OPEN UNTIL FILLED

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS:

This position is subject to suspicionless (random) drug testing due to contact with patients and children and access to sensitive patient data and supplies. In addition, this is required as the person

will be operating equipment and Tribal vehicles. This position will also be subject to initial and periodic background checks.

SUMMARY OF FUNCTIONS: The incumbent ensures the maintenance of an aseptic, safe, and attractive environment within the Owyhee Community Health Facility (OCHF) to ensure adherence to established federal, state, tribal, and Accreditation Association for Ambulatory Health Care (AAAHC) sanitary, infection prevention, and safety procedures.

MAJOR DUTIES & RESPONSIBILITIES:

1. Manages the Housekeeping department through supervision of staff, achievable identified goals, department management, committees, etc.
2. Plans, implements, and monitors housekeeping functions in order to meet the standards of the Accreditation Association for Ambulatory Health Care (AAAHC) sanitary, infection prevention, and safety procedures
3. Demonstrates a consistent endeavor to deliver and optimize Housekeeping services consistent with organizational goals.
4. Establish a mechanism to identify and resolve any housekeeping problems as they relate to the organization, department & accreditation.
5. Objectively and systematically monitors, evaluates, and performs follow-up on the quality and appropriateness of housekeeping activities.
6. Maintains a continuous training program for housekeeping employees. Trains housekeeping personnel in routine cleaning procedures and approved methods and techniques for cleaning and disinfecting isolation areas. Implements cleaning procedures for infection prevention and aseptic handling of soiled linen. Takes precautions necessary to protect personnel against infection while performing these duties. Informs and instructs housekeeping personnel of new developments in housekeeping techniques and procedures.
7. Provides for management, distribution, and repair of clinic's linen and maintenance of linen control system. Ensures that soiled linens are bundled and sent to laundry and clean linen is properly checked when returned. Responsible for drapes, curtains, slipcovers, etc., used in offices. Recommends replacement schedule for linen, drapes, curtains, housekeeping equipment and supplies in current use. Certifies receiving documents for linen and prepares requisitions for housekeeping supplies, Emergency Medical Services, and clinic linen, patients' garments, and employee's smocks.
8. Recommends obtaining necessary outside services as required, such as carpet and furniture cleaning, window washing, etc. Prepares work orders for repair or maintenance services for equipment and buildings.
9. Conducts a continual safety program to apprise housekeeping employees of the safety hazards both to themselves, staff, visitors and patients.

10. May, on a regular schedule, emergency, or callback basis, operate other vehicle to clean vacated Employee Quarters and accommodate temporary employees.
11. Continually monitors housekeeping supplies and equipment to ensure adequate amount is continually on hand. Orders additional as necessary.
12. May occasionally need to step in and perform duties normally performed by subordinates in the case of short staffing due to illness, etc.

Supervisory Functions:

1. Executive Custodian over Housekeeping unit exercising supervisory authority responsibility for control over work operations involving Housekeeping workers.
2. Work Planning: Plans weekly or monthly housekeeping work schedules and sequence of operations for subordinates. Establishes deadlines and priorities on the basis of general work schedules and methods and policies. Determines how many assignments can be done concurrently, how many must be delayed, and the number and types of employees needed, considering skills, personnel, materials, and equipment available and required.
3. Work Direction: Selects workers and assigns tasks to be performed. Explains work requirements, methods, and procedures, and provides advice when problems arise. Reviews work in progress or on completion. Adjusts plans, assignments, and methods as necessary to accomplish the work as effectively and economically as feasible. Acquires equipment and supplies and delivers equipment at work site as needed. Coordinates work of unit with other units that may be involved.
4. Personnel Administration: Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Counsels employees on problems and informal complaints through discussion. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action when needed. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Maintains production reports and records. Periodically reviews job descriptions of subordinates for currency and accuracy. Reports detailing of employees to jobs other than their own. Initiates or participates in review and improvement of work methods, organizational features and the structuring of positions to eliminate unnecessary ones and achieve optimum content in those remaining.

EDUCATION & WORK EXPERIENCE REQUIRED:

1. Knowledge of Occupational Safety and Health Administration (OSHA) guidelines and accreditation standards acquired through previous experience in a health care environment.
2. Effective oral and written communication skills in order to facilitate smooth Department operations and responsibilities.
3. Skill in principles and practices of program budgeting.

4. One year in a position of management exercising management techniques as they relate to department operations.
5. Minimum of one year of supervisory experience.
6. Minimum of two years of college education
7. Computer skills in spreadsheet, word processor and presentation program software

SUPERVISORY CONTROLS: Incumbent reports to the Facility Manager with assignments made in terms of program desires. The incumbent is an outpatient clinic housekeeping expert and is expected to fully participate and share in the planning, budgeting, organizing and administering of housekeeping functions. Work is evaluated on the basis of results (i.e. environmental sanitation, visual cleanliness, efficiency, dispatch, economy, and smoothness of operations).

PERFORMANCE MEASUREMENT:

1. Ability to understand and implement policy's procedures that follow laws, ordinances, and related technical material.
2. Ability to establish and maintain effective working relationships with administration, peers, subordinates and the public.
3. Knowledge of standard cleaning techniques for the Owyhee Community Health Facility.
4. Demonstration of successful job description competence.

OTHER FACTORS INFLUENCING POSITION:

1. Possession of a valid Nevada or Idaho driver's license, with a clean driving record.
2. Infection Prevention/Safety as first priority.

Physical Demands: The work includes physical effort requiring long periods of standing, walking, bending, and/or stooping to inspect the Owyhee Community Health Facility. Lifting and/or pushing or pulling of objects (10-50 pounds) such as cleaning agents and stock is also required.

Work Environment: Occasional discomforts dealing with unpleasant situations, exposure to dust, fumes, odors, gases, chemical substances and electrical currents. Incumbent may have exposure to body fluids such as blood or saliva through waste disposal and other routine activities.

Immunization Requirement: If the applicant(s) was born before December 21, 1956, he or she must provide proof of immunity to or evidence of adequate immunization against rubella prior to entry on duty. The Owyhee Community Health Facility may provide immunization or determine immunity or antibody titer through testing. It is also strongly encouraged for the employee to receive the Hepatitis B vaccine series.

