



## **We are here when you need us**

Compassionate care ... respectfully delivered ...  
to create a personal end-of-life journey

Carpenter Hospice is a dedicated team of caring staff providing individuals who are dying and their families with high quality palliative care in a home-like setting, meeting their physical, emotional and spiritual needs and making the last days of their lives together peaceful, comfortable and meaningful.

## **Housekeeper (Part time)**

### **Summary**

Reporting directly to the Resident Care Coordinator (RCC), The Hospice Housekeeper (HH) is responsible for routine cleaning of all areas of the hospice including resident rooms (and restrooms), nursing station, kitchen, public gathering spaces, administrative offices, and restrooms. The HH is responsible for wiping equipment, cleaning furniture and floors, emptying trash, restocking supplies and vacuuming carpets using various cleaning chemicals, disinfectants and equipment. The Housekeeper may assist with making beds and laundry. The HH is responsible for the “terminal clean” of resident’s rooms as required and therefore ensures that proper infection-control policies are being followed. Occasionally, hospital housekeepers attend in-service training. Such meetings can include updates on hospice policies, and new equipment demonstrations. The housekeeper will work with the RCC to develop an effective cleaning schedule in order to maintain the highest standards of hygiene in a healthcare setting.

### **Accountability**

In the role of Hospice Housekeeper, the HH is accountable to ensure the duties are completed in accordance with the highest standards and best practices in infection control policies, palliative care, and time management. As a member of the hospice staff, the Hospice Housekeeper is accountable to the residents and their families, ensuring cleanliness and efficiently in order to offer the safest, most sustainable care.

### **Professionalism**

The Hospice Housekeeper is expected to demonstrate professionalism through excellence in knowledge, judgement and behaviour. While carrying out the duties of this position, the HH will demonstrate our core values of respect, honesty and equity. The HH honours confidentiality and the autonomy of the residents and staff. The Hospice Housekeeper always demonstrates sensitivity and compassion to hospice residents and their families. The HH must be able to alter their work in response to the unique situations affecting each resident. As a member of the Hospice staff, the Housekeeper must demonstrate appropriate conflict resolution strategies and participate in reflective practice to identify challenges and contribute to solutions.

## Duties

- Cleaning all areas of the hospice (including floors, wall and ceilings)
- Clean and complete resident room change over as required
- Dusting and cleaning of all floors
- Dusting, washing and polishing furniture and fixtures
- Cleaning all areas of the hospice kitchen
- Cleaning and vacuuming of carpets
- Gathering and disposing of garbage
- Completing terminal clean of resident's room as necessary
- Cleaning of administrative offices (including dusting and vacuuming)
- Other duties as required

## Position Requirements

- Grade 12 or equivalent
- Ability to read, write and speak English fluently
- Previous healthcare housekeeping experience
- Thorough understanding of WHMIS requirements and training
- Good understanding of healthcare Infection Controls Practices and Procedures
- Ability to use commercial cleaning products and equipment and to work with cleaning agents and germicides
- Ability to set and adjust priorities and organize work in response to hospice needs
- Ability to work closely with hospice staff including ability to accept assignments, delegation requests and follow instructions
- Ability to communicate effectively with resident's, families and the hospice staff, both verbal and written
- Ability to work independently and as part of the team

## Schedule of Hours

10 hours per week; 2 x 5 hour shifts (days/afternoons) per week; potential for some weekend work

## Working Conditions

- Ability to move/lift 25lbs
- Ability to stand for long periods, repetitive reaching, repetitive bending, pushing and lifting using good body mechanics
- Ability to work safely with bodily fluids and potentially infectious diseases, using personal protective equipment when required
- Ability to work safely with hazardous materials such as oxygen, cleansers, medications etc.

Note: Carpenter Hospice does not require mandatory inoculation against influenza, Hep A + B, however we recommend these inoculations and suggest talking to your primary healthcare practitioner about such precautions.



## How to Apply

If you require more information about this position please make informal enquiries using the telephone number below. We encourage all candidates with the right skill mix and abilities to please send résumés and cover letters, indicating which position you are applying for, either in person, by email or post to:

Karen Candy  
Executive Director  
Carpenter Hospice  
2250 Parkway Drive  
Burlington, ON L7P 1T1  
Tel: 905.631.9994 ext 111  
[director@thecarpenterhospice.com](mailto:director@thecarpenterhospice.com)

Application Deadline: Friday, March 13, 2015 at 5:00 PM