

Making Moments Matter

Carpenter Hospice is a home in the heart of Burlington that offers both residential-based care and community-based programs to people in the last stages of their lives. It lets residents spend their final days together with loved ones in an environment that is peaceful, comfortable and meaningful. It is staffed by a dedicated team of professionals and volunteers who provide compassionate, palliative care to meet residents' every need and ensure that each moment counts.

Housekeeper Part-time

Summary

Reporting directly to the Resident Care Coordinator (RCC), the Hospice Housekeeper is responsible for routine cleaning of all areas of the hospice, including resident rooms and their restrooms, nursing station, kitchen, public gathering spaces, administrative offices and restrooms. The Housekeeper 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 Housekeeper is responsible for the "terminal clean" of resident rooms as required and therefore ensures that proper infection control policies are being followed. Occasionally, the Housekeeper attends 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

The Housekeeper 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 Housekeeper is accountable to the residents and their families, ensuring cleanliness and efficiency in order to offer the safest, most sustainable care.

Professionalism

The Housekeeper is expected to demonstrate professionalism through excellence in knowledge, judgement and behaviour. While carrying out the duties of this position, the Housekeeper will demonstrate our core values of respect, honesty and equity. The Housekeeper honours confidentiality and the autonomy of the residents and staff. The Housekeeper always demonstrates sensitivity and compassion to hospice residents and their families. The Housekeeper 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 or contribute to solutions.

Duties

- Cleaning all areas of the hospice (including floors, walls 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 rooms 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 Control 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 the ability to accept assignments, delegation requests and follow instructions
- Ability to communicate effectively with residents, families and hospice staff, both verbal and written
- Ability to work independently and as a part of the team

Schedule of Hours

Up to 15 hours per week; with flexible scheduling of 2-4 hour shifts occurring weekdays, afternoons or evenings.

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: The 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 inquiries using the telephone number below. We encourage all candidates with the right skill mix and abilities to please send resumes and cover letters, indicating which position you are applying for, either in person, by email or post to:

Lynn Varga



Resident Care Coordinator
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Application deadline: Friday, October 19, 2018 at 5:00 PM