

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 living with a life limiting illness. It lets residents spend their final days together with loved ones in an environment that is peaceful, comfortable and meaningful. It provides support to program participants with psychosocial, mental-emotional, and practical support, and those who care for them, in a friendly and caring setting. It is staffed by a dedicated team of professionals and volunteers who provide compassionate, palliative care to meet needs and ensure that each moment counts.

Housekeeper (Part Time)

30 hours per week

Summary

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, the hospice housekeeper will be required to attend in-service training. Such meetings can include updates on hospice policies, and new equipment demonstrations. The housekeeper will work with their manager 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 efficiency 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, participants and staff. The Hospice Housekeeper always demonstrates sensitivity and compassion to hospice residents, participants 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 kitchens



- 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 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, participants, families and the hospice staff, both verbal and written
- Ability to work independently and as part of the team

Schedule of Hours

30 hours per week with potential for some weekend work

Working Conditions

- Ability to move/lift 25lbs repeatedly and without restrictions
- 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

We encourage all candidates with the right skill mix and abilities to please send résumés and cover letters by email before the closing date of May 24, 2020 to: admin@thecarpenterhospice.com

Carpenter Hospice is an equal opportunity employer.