



Choctaw Health Center

Environmental Services
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4145

JOB ANNOUNCEMENT # 215124

POSITION TITLE: Environmental Services Technician (Housekeeper) 2 **POSITION**
SALARY: Grade 7
SUPERVISOR: Environmental Services Director
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Part Time/Non-Exempt/Essential
OPENING DATE: OCTOBER 03, 2018 OCT 03 2018
CLOSING DATE: OCTOBER 17, 2018 OR UNTIL FILLED

Scope of Service and Effect:

***Mission Statement:** The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

***Vision Statement:** Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community*

The Choctaw Health Center is a 20 bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 members of the tribe's population across ten county area in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

Under the general supervision of the Environmental Services Director, Shift Leader(s), and/or Group Leader the incumbent shall clean and service the hospital area to ensure the safety, health and morale of patients, visitors, and employees and of patient's recovery by helping provide a clean, attractive, safe environment, and to meet the requirements of DNV accreditation.

Responsibilities and Duties:

1. Performs a wide variety of cleaning duties such as sweeping, mopping, and scrubbing floors. Periodically cleans or polishes floor using buffing machine.
2. Strip and re-finish floor when assigned.
3. Vacuum, spot clean or shampoo carpet when assigned.
4. Polishes metal and other bright surface or enamel fixtures.
5. Collect and transport refuse, clean and reline refuse containers with plastic bags.
6. Clean top of windows, door frames and other high places using a ladder when necessary.
7. Clean ceilings, walls, blinds, light fixtures, and elevators.
8. Clean by washing sinks/plumbing and disinfects restrooms while replenishing supplies such as paper towels, soap, tissue and toilet papers.
9. Complete all cleaning of patient rooms and preparation of discharge units.
10. Pick up and turn over mattress when cleaning patient rooms.
11. Keep work cart and equipment cleaned and stocked daily.
12. Responsible for equipment and material used in daily work.
13. Must be responsible for his/her neat and clean personal appearance.
14. Attendance at work is an essential function of this position. Must be punctual and accountable.
15. Responsible for using special safety techniques and special required materials for cleaning emergency and isolation rooms.
16. Must follow procedures for gowning up and follow every precise detail work.
17. Understands, interprets, and applies hospital cleanliness and infection control standards.
18. Follows policies for Privacy, Confidentiality, HIPAA and Standard of Professional Code of Conduct at all times.
19. Must provide excellent communication and customer service skills as well as interacting with the public.
20. Will perform other duties and responsibilities as assigned by Supervisor.

Work Environment:

1. Normally works in a well-lighted, well-ventilated area.
2. Is subject to frequent interruptions and to environmental noise.
3. Must follow safety standards in working with procedures utilizing chemicals, body fluids, body mechanics and infectious waste.
4. Lockers furnished for clothes.

Physical Demands:

1. Frequently stands and walks for extended periods of time, stooping, kneeling, and bending to pick up or move objects, furniture, hospital bed; physically able to lift and carry objects weighing up to 50lbs. without assistance; physically able to move heavier objects with assistance; normal manual dexterity and eye - hand coordination; corrected vision and hearing to normal ranges; verbal communication; uses vacuum cleaners, scrubbers, buffers, and waxing equipment.
2. Able to use 16 to 24 oz. mops, lift and carry three to five gallon buckets of water for short distance and lesser weight for longer distance
3. No back or cardiac ailments.

Job Hazards:

1. Requires handling of biological unclean materials and handling of some infectious materials.
2. May be in frequent contact with water and strong cleaning and disinfecting solutions.
3. Safety Procedures must be followed to prevent the Incumbent from slipping and falling on wet floor.

Hours Worked:

This is an essential position. Working hours may vary according to shift schedule to cover a 40 hour work week. Employees are responsible for punching in and out as scheduled. Tribal personnel policies will apply for overtime, night differential pay, and for sick and annual leave. Incumbent will be required to work nights, weekends, and holidays. Incumbent will be called back to duty under certain circumstances such as short staff or emergencies.

Qualifications:

1. High School Diploma or GED graduate **(REQUIRED)**. **Attach copy to application.**
2. Six months to one year housekeeping experience preferred.
3. Must have working telephone at place of residence or cellular phone.
4. Must be dependable and be able to report to work on time, every day and work whenever required.
5. Knowledge of cleaning supplies and equipment and procedures used in institutional housekeeping.
6. Knowledge of safe work practices.
7. Ability to clean and care for assigned work area and equipment.
8. Ability to follow oral and written instructions.

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9. Ability to recognize and locate conditions which require maintenance and repair.
10. Ability to work on own initiative with minimal supervision.
11. Ability to establish and maintain cooperative working relations with patients, staff and visitors.
12. Must possess valid Mississippi driver's license; automobile liability Insurance; and have dependable transportation. **(REQUIRED) Attach copy to application.**
13. Completion of criminal background investigation and pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350