



Choctaw Health Center

Administration
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4250

JOB ANNOUNCEMENT #15-13-21

POSITION TITLE: Environmental Services Technician

SALARY: Grade 4

OPENING DATE: November 15, 2016 **NOV 15 2016**

CLOSING DATE: November 29, 2016

SUPERVISOR: Environmental Services Director

TYPE OF EMPLOYMENT: Regular Full Time

JOB LOCATION: Choctaw Health Center

SCOPE OF SERVICES AND EFFECT:

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 a ten county area in central Mississippi. It is a 179,000 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 and/or Shift Leader(s), 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.

DUTIES AND RESPONSIBILITIES:

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.

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Environmental Services Technician (Housekeeper)

7. Washes sinks and other plumbing, fissure and replaces disposable such as paper towels, soap, and toilet papers.
8. Cleans ceilings, walls, blinds, light fixtures, and elevators.
9. Cleans and disinfects restrooms and replenishes supplies.
10. Complete all cleaning of patient rooms and preparation of discharge units.
11. Pick up and turn over mattress when cleaning patient rooms.
12. Keep work cart and equipment cleaned and stocked daily.
13. Responsible for equipment and material used in daily work.
14. Must be responsible for his/her neat and clean personal appearance.
15. Attendance at work is an essential function of this position.
16. Must be punctual and accountable.
17. Responsible for using special safety techniques and special required materials for cleaning emergency and isolation rooms. Must follow procedures for gowning up and follow every precise detail work.
18. Understands, interprets, and applies hospital cleanliness and infection control standards.
19. Follows policies for Privacy, Confidentiality, HIPAA and Standards of Conduct at all times.
20. Must provide excellent communication and customer service skills as well as interacting with the public.
21. 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; stoop, kneel, and crouch to pick up or move objects, furniture, hospital bed; physically able to lift and carry objects weighing up to 50 lbs. without assistance; physically able to move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; 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. Must pass initial physical examination prior to employment and yearly check-up given by the hospital.
4. No back or cardiac ailments.

JOB HAZARDS:

1. Requires some handling of infectious materials.
2. Requires handling of biological unclean materials.
3. May be in frequent contact with water and strong cleaning and disinfecting solutions.
4. Incumbent is subject to slipping and falling on wet floor if safety procedures are not followed.

HOURS WORKED:

Working hours may vary according to shift schedule. Work schedules will 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, holiday pay, and for sick and annual leave. Will be required to work nights, weekends, and holidays. Employee will be called back to duty under certain circumstances such as short staff or emergencies.

QUALIFICATIONS:

1. High School Diploma or GED graduate (REQUIRED) Document must be attached to application.
2. Six months to one year housekeeping experience preferred.
3. Must possess valid Mississippi driver's license; automobile liability insurance; and have dependable transportation. (REQUIRED) Documents must be attached to application.
4. Must have working phone at place of residence or cellular phone.
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.
9. Ability to recognize and locate conditions which require maintenance and repair.
10. Ability to work on own initiative without close supervision.
11. Ability to establish and maintain cooperative working relations.
12. Successful completion of criminal back ground investigation and drug test.

LEVEL OF SUPERVISION:

1. Reports to group leader, night shift supervisor or Environmental Services Director.

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 person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or 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 only 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. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

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