



Looking for a new opportunity to use your skills and experience working with a compassionate organization, in a brand new building, with new furnishings and state-of-the-art equipment? Come join our Hospice team!

About Us:

Hospice Halifax is a compassionate and supportive community of staff members, volunteers and donors dedicated to providing the best end of life care possible for patients and their families. Our new Hospice residence will be opening its doors this spring. Check out our Website and Facebook page.

Hospice Halifax is committed to fostering a diverse and inclusive culture. We encourage applications from Aboriginal People, African Canadians and racialized persons, persons with disabilities, and persons of minority sexual orientations and gender identities, and all candidates who would contribute to our Hospice community.

POSITION DESCRIPTION

POSITION TITLE: Housekeeper
REPORTS TO: Facilities Manager
HOURS OF WORK: Days
REMUNERATION: Casual (\$16.00 per hour) or Full Time (salary)

Primary Function of the Housekeeper:

In accordance with Hospice plans and policies, the Housekeeper will work in partnership with the Care Team Assistants, Facilities Manager, volunteers and other Hospice staff to maintain a safe, clean and attractive environment for patients and their families.

Duties and Responsibilities:

- General vacuuming, sweeping, mopping and cleaning the Hospice (patient rooms, common space, staff room, staff offices, kitchens, great room, meeting rooms, laundry areas, etc.) using appropriate supplies and equipment.
- Cleaning the patient, staff and public bathrooms, including sinks, toilets, showers, tubs, commodes and garbage.
- Cleaning walls, windows and dusting.
- Collecting garbage, recycling and waste, cleaning the compost room.
- Completing assigned scheduled cleaning.
- Replenishing supplies such as soap, paper towel, toilet tissue and gloves.
- Completing forms for damaged equipment, property and supplies.
- Preparing cleaning products by following proper procedures.
- In the absence of the Facilities Manager, assumes responsibility for meeting the laundry delivery truck and putting out the garbage/compost bins for pick up.
- Other duties as may be assigned for effective operation of the Hospice.

Qualifications:

- Grade 12 education or equivalent.
- Minimum 1 year experience in housekeeping/laundry duties in a health care /long term care/small options facility.
- Mature, responsible individual with a strong desire to support the work of Hospice Halifax and become a dedicated staff team member.
- Desire to do what it takes to ensure a welcoming, clean and safe environment for patients and their families.
- Must be able to follow written or oral instructions.
- Good communication and interpersonal skills with a warm, compassionate and caring attitude.
- A positive attitude and the ability to be open-minded, resourceful and flexible in problem solving.
- Ability to work independently with a minimum of supervision and to participate as a fully cooperative team member.
- Organized, flexible and capable of operating related equipment.
- Physically able to perform the duties of the position. Must be able to safely lift 30 lbs.

Additional Requirements of the Position

- Provides housekeeping services in a caring and sensitive manner that respects the privacy and dignity of patients and loved ones.
- Accommodates any reasonable request involving housekeeping.
- Creates and maintains a physical environment that contributes to quality of life for people in care and their loved ones.
- Maintains positive resident/guest/team interactions by building a welcoming, helpful environment.
- Supports Hospice's efforts at reducing waste by recycling/composting and/or donating surplus/unwanted supplies.
- Informs the Facilities Manager of housekeeping supply and equipment needs.
- Informs the Facilities Manager of housekeeping issues that require further follow-up or replacement and makes recommendations for a clean and attractive environment.
- Reports to the Facilities Manager on a daily basis, participates on committees as required and meets on occasion with the Hospice staff team.
- Participates in Hospice fundraising activities (i.e. Hike for Hospice, etc.).
- Positively represents Hospice to the community.
- Abides by all Hospice policies and maintains confidentiality of patient/family and Hospice information.

For a more detailed job description please visit our website.

NOTE: Competition closing date: Friday, January 25th 5pm

Start date for the position is approximately mid March

We are not able to respond to phone enquiries. Only those who receive an interview will be contacted. Interviews will be taking place early February.

Please forward your resume and cover letter directly to m.hicks@hospicehalifax.ca and indicate whether you prefer full time or casual hours. Casuals work Saturday or Sunday and as needed during the week.