



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Housekeeping Assistant</b>
<b>Reports To:</b>	Housekeeping Team Coordinator
<b>Remuneration:</b>	\$16.00/hr
<b>Hours of Work:</b>	Saturday and Sunday 8am-2pm and Holidays; Vacation and Absence calls

### About Us

Hospice Halifax is a compassionate and supportive community of staff members, volunteers, and donors dedicated to making dying and living as comfortable and meaningful as possible at the end of life. Our hospice residence is an inclusive space where individuals and their families receive personalized and dignified end-of-life care.

### Primary Function of the Position

Working in partnership/collaboration with RNs, LPNs, Care Team Assistants, and other members of the Hospice care team, the Housekeeping Assistant is responsible for maintaining a safe, clean and attractive environment for patients and their families.

Hospice Halifax continues to take action against racism and discrimination in the workplace and to identify and address systemic barriers to full and equal participation. As such, all members of the team must be committed to fostering a safe working environment where all members experience an authentic sense of inclusion and belonging.

### 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
- Clean the patient, staff and public bathrooms, including sinks, toilets, showers, tubs, commodes and garbage
- Clean walls, windows and dusting
- Collect garbage, recycling and waste, cleaning the compost room
- Complete assigned scheduled cleaning
- Replenish supplies such as soap, paper towel, toilet tissue and gloves
- Create and maintains a physical environment that contributes to quality of life for people in care and their loved ones
- Complete forms for damaged equipment, property and supplies
- Prepare cleaning products by following proper procedures
- Other duties as assigned for effective operation of the Hospice

## **Qualifications:**

- Grade 12 education or equivalent
- Minimum 1 year experience in housekeeping/laundry duties in a long term care/small options facility
- Desire to do what it takes to ensure a welcoming, clean and safe environment for patients and visitors
- 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
- Maintains positive resident/guest/team interactions by building a welcoming, helpful environment
- Supports Hospice's efforts at reducing waste by recycling/composting and donating surplus
- Supports Hospice fundraising activities
- Positively represents Hospice to the community
- Abides by all Hospice policies and maintains confidentiality of patient/family and Hospice information

## **How to Apply**

Hospice Halifax is committed to fostering a diverse and inclusive work culture. We welcome and encourage applicants who are BIPOC, LGBTQ2S+ and persons with (dis)abilities to self-identify in their cover letter.

Please forward a cover letter and resume to [careers@hospicehalifax.ca](mailto:careers@hospicehalifax.ca) and reference "Housekeeping2022" in the subject line of the email.

**Please submit applications by July 11, 2022.**

Thank you for your interest in working with Hospice Halifax. Only those selected for the interview process will be contacted.