

## Housekeepers Temporary Full-Time – One Year Contract

We are looking for experienced Housekeepers to work within our In-Home Supports programs. The Supportive Housing Program assists seniors with complex needs to remain in their own homes with suitable supports. The Assisted Living Program enables the community to better assist those seniors with complex needs to remain in their own homes, with suitable supports.

Under the direction of the Program Managers, the Housekeeper provides housekeeping assistance required to clients, while ensuring the safety of the client's environment.

Responsibilities include:

### ENVIRONMENTAL SAFETY AND SANITATION

- Performs cleaning duties according to established procedures
- Working within defined safe workplace practices (e.g. safe lifting techniques, proper use of household cleaning products and soiled linen, avoidance of possible slips, trips and falls, etc.,)
- Minimizes risk to client during and immediately after the cleaning processes (e.g., ensures client does not walk on wet floors)
- Cleans and disinfects client's living areas and bathrooms
- Sweeps and washes floors, vacuums carpeted areas
- Empties and cleans all waste containers
- Makes up beds and changes linen
- Washes dishes and completes dusting
- Performs laundry duties as required
- Cleaning interior windows not requiring a ladder, etc.
- Cleaning tasks are rotated to ensure critical cleaning needs are met.
- Report any environmental problems or client equipment requiring service to the Service Coordinator/Manager
- Follow Service Coordinator/Manager direction in providing support and carrying out tasks.
- Attends in-service education sessions and staff meetings as required
- As delegated, completes "Safety Assessment" to identify and eliminate, if possible, potential safety risks to the client
- Performs other related duties as required

### COMMUNICATION

- If urgent client health issues arise, calls 911 for immediate assistance and notifies the Service Coordinator and Manager; if less critical issues require resolution, calls the Service Coordinator or Program Manager
- Communicates with Program Manager to:
  - Report safety concerns/incidents immediately using CCD's Incident Reporting policy (including report on Form 12)
  - When appropriate, also provide verbal report and/or documentation as requested
  - Recommend to Program Manager any improvements regarding service provision

### Qualifications required:

- Experience in residential and/or institutional or commercial cleaning experience
- Experience in a healthcare, retirement home or long-term care facility is an asset.
- Personal Support Worker or Health Care Aid experience an asset.
- Sound knowledge of health and safety practices, consumer products and personal protective equipment and WHMIS within specific environments
- Knowledge of techniques, equipment and products for safe housecleaning.
- Satisfactory Police Vulnerable Sector Check
- Sensitivity to adults with needs related to aging, physical and/or mental health
- Physical ability sufficient to accomplish cleaning, vacuuming and associated furniture moving (for cleaning) activities
- Demonstrated ability to prioritize and respond with a sense of urgency when required
- Current Standard/Emergency First Aid with Level C CPR
- Driver's License, vehicle and the ability and willingness to drive within Durham Region
- Adherence to COVID-19 safety practices including two doses of COVID-19 Vaccine (where medically able in accordance with our Immunization Policy)

**Compensation:** Starting at \$17.59 per hour; with 6% vacation pay

\*Pay will be commensurate based on education and experience.

Please apply in writing referencing posting number 2021-43, outlining qualifications and experience by 4:00pm on Tuesday September 28th, 2021 to: Human Resources, Community Care Durham email: [careers@communitycaredurham.on.ca](mailto:careers@communitycaredurham.on.ca)