



**HOUSEKEEPER/LAUNDRY – 081R1-24-3**  
**Iroquois Lodge, Health Services**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **August 7, 2024**, for the **Housekeeper/Laundry with Iroquois Lodge, Health Services**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.** Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

**JOB SUMMARY:** The Housekeeper/Laundry reports to and works under the direction and supervision of the Environmental Services Supervisor.

**PURPOSE & SCOPE OF THE POSITION:**

To assist the Environmental Services Supervisor in the performance of all statutory and operational housekeeping services/duties related to the housekeeping department.

To assist the Environmental Services Supervisor in maintaining, implementing and coordinating housekeeping services to residents within the established policies and procedures of Iroquois Lodge.

The employee will complete all activities as required to maintain an accepted level of cleanliness throughout the building. The employee will meet standards of hygienic levels of sanitation as dictated by the Ministry of Health and Long-Term Care legislation and regulations.

<b>Type</b>	Full Time
<b>Closing Date</b>	August 7, 2024
<b>Hours of Work</b>	35 hours per week
<b>Wage</b>	\$40,000 per year

\*A competitive compensation package will be offered commensurate with qualifications. \*



## **BASIC QUALIFICATIONS:**

### Minimum Requirements:

- Fluency in English for reading and communication (Grade 12)
- Medical certificate of good health and up to date immunization record including willingness to have yearly influenza vaccination.
- Must provide a clear police clearance review before employment.

### Other Related Skills:

- Must take part in pertinent educational and/or job related workshops and conference.

## **SUBMISSION PROCEDURE: (Choose one method ONLY):**

### **Method #1: Online**

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Eniola Owoso, HR Business Partner at 519-445-2223 ext. 5716 or via email at [HRBP3@sixnations.ca](mailto:HRBP3@sixnations.ca).

### **Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

### **Housekeeper/Laundry – Full Time – 081R1-24-3**

c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



## POSITION DESCRIPTION – HEALTH SERVICES

**POSITION TITLE:** Housekeeper

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Environmental Services Supervisor.

**PURPOSE & SCOPE OF THE POSITION:**

To assist the Environmental Services Supervisor in the performance of all statutory and operational housekeeping services/duties related to the housekeeping department.

To assist the Environmental Services Supervisor in maintaining, implementing and coordinating housekeeping services to residents within the established policies and procedures of Iroquois Lodge.

The employee will complete all activities as required to maintain an accepted level of cleanliness throughout the building. The employee will meet standards of hygienic levels of sanitation as dictated by the Ministry of Health and Long-Term Care legislation and regulations.

**KEY DUTIES & RESPONSIBILITIES:**

**1. Technical Functions:**

- Will carry out all related daily duty outlines in assigned work area.
  - Every washroom is to be cleaned daily (sink, toilet, floor, mirrors, garbage emptied daily).
  - Vacuum resident rooms
  - Microfiber dusting, wetmop tile floors as necessary, polish floors as necessary
  - Steam clean carpets as necessary in the resident rooms.
  - Dust furniture; wipe window ledges, TV screens, baseboards and heaters.
  - Resident's beds must be carbolized at least twice per month and their rooms will be cleaned completely on the same day and/or as necessary.
- Will assist when residents have to be moved within the building
- Will determine needs and request supplies as necessary through the Environmental Services Supervisor.
- Will ensure there are adequate supplies of Kleenex, hand soap, toilet tissue and paper towels in all resident's washrooms.



- Will maintain good working relations with all internal departments and be an integral part of the total health care team, whose prime objective is to provide optimum quality care to all residents of Iroquois Lodge.
- Will assist in orientating new employees by training, supervising and informing them of all sanitation and safety procedures.
- Will assist new employees as to the location of all housekeeping supplies and the operation of all cleaning equipment.
- Provide infection control measures in all areas of Iroquois Lodge.
- Willingness to participate in facility and community emergency events as required.

## 2. **Communications Functions:**

- Effective liaison with supervisors, staff, community members, general public and Chief and Elected Council in person or through telecommunications.
- Effective communication with external bodies such as other First Nations, federal, provincial and municipal governments/agencies and other organizations in person or through telecommunications.
- Represent Six Nations Elected Council and community in a positive, courteous, cooperative and professional manner.

## 3. **Administrative Functions:**

- Completion and submission of: an annual performance evaluation interview, timesheets, leave forms, travel forms, performance appraisal in accordance with Six Nations Elected Council policies and procedures.
- Ensure proper filing of documents electronically and/or hardcopy.
- Completion of scanning in/out for attendance
- Perform work function in accordance with Six Nations Elected Council policies and procedures.
- Ensure submission of documents to Records Department in accordance to Records Management Policy, as required.
- Attend meetings as required: staff meetings, committee meetings, Elected Council meetings and/or political portfolio meetings.
- Attend training/workshops as required.

## 4. **Other Functions:**

- Perform other related duties as assigned by Environmental Services Supervisor.
- Perform projects as assigned.
- Perform political tasks assigned.
- Understanding and communicating in one of the Native Languages would be an asset.



- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

### **WORKING CONDITIONS:**

- Work for this position includes extensive physical activity and at times the employee is required to work inside and outside. The employee will have some interaction with residents and the public. The employee must be able to work independently, take direction, prioritize work and work with many demands of their time.
- The employee will ensure that all tasks are done efficiently and effectively at all times.

### **WORKING RELATIONSHIPS:**

#### **With the Environmental Services Supervisor**

Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively; receives instruction, supervision, guidance and direction from supervisor. Familiar with Six Nations Elected Council policy and procedures.

#### **With the Community and Other Staff**

Represents and promotes Six Nations Administration in a courteous, cooperative, and professional manner.

### **KNOWLEDGE AND SKILLS:**

#### **Minimum Requirements:**

- Fluency in English for reading and communication (Grade 12)
- Medical certificate of good health and up to date immunization record including willingness to have yearly influenza vaccination.
- Must provide a clear police clearance review before employment.

#### **Other Related Skills:**

- Must take part in pertinent educational and/or job related workshops and conference.



**IMPACT OF ERROR:**

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

**CONTROL:**

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.