



JOB DESCRIPTION

Job Title: Environmental Services/Maintenance Worker	Department: Health
Reports to: Health Director	Employment Status: Full time, Non-Exempt
Salary: DOE Sensitive	Driving Classification: Driver License

Summary:

This position is located at the Fort Mojave Indian Health Center. The Fort Mojave Indian Health Center includes 5 medical exams rooms, dental, pharmacy, laboratory, behavioral health and administrative departments, education, and conference areas. The position provides housekeeping, janitorial and light maintenance services for the Fort Mojave Indian Health Center. Duties include performing routine cleaning and maintenance activities, notifying management of needs for repairs, and cleaning debris from sidewalks. This position performs under the direct supervision of the Fort Mojave Indian Health Center Director.

Essential Functions:

- Performs custodial duties such as sweep, mop and vacuum floors, dusting furniture and surfaces, washing walls and windows, cleaning patient rooms and equipment, cleaning and stocking restrooms and maintaining overall facility sanitation.
- Mix and prepare cleaning solutions, according to specifications.
- Utilizes appropriate cleaning solutions for specific tasks, observe standard precautions and blood borne pathogens requirements to prevent contaminations and the spread of disease.
- Collect and properly dispose of all general and medical waste within the facility.
- Ensure that high standards of cleanliness are maintained and report any situation requiring the attention of the safety or infection control officer or the health director.
- Conduct basic and general maintenance and repairs within the facility. Assume responsibility for routine facility maintenance checks and servicing.
- Performs work operations as assigned and accomplish an adequate quantity and quality of work.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Ability to apply common sense and understanding to carry out instructions furnished in written or oral form.
- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to complete duties.
- Complete required documentation of services performed.
- Must maintain highest level of confidentiality.
- Perform other job duties as assigned.
- Must pass pre-employment drug screening.

Education:

- Must have a high school diploma or GED

Experience:

- Must have completed 1 year of experience, or other formal training and/or work assignments specifically designed to provide the applicant with knowledge and skills required to perform duties required.

Certificates and Licenses:

- Must have current Basic Life Support (BLS) certification by the American Heart Association for at

least 90 days after start of employment and must be maintained during employment at Fort Mojave Health Center.

- Must have a valid driver's license in good standing.

Physical Demands:

Position requires long periods of standing, walking, sitting, lifting, and bending as well as intermittent reaching, stooping, kneeling, crouching, or crawling. Must be able to lift up to 10 lbs. for a prolonged period of time and occasionally up to 25 lbs. of equipment. Must be able to hear alarms on equipment, client calls and instructions from physician/department staff. The job requires the following vision requirements: close vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must have ability of repetitive use of both feet and both hands, fine dexterity of both hands, as well as grasping simple/light of both hands and occasionally grasping firm/heavy of both hands.

The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.