

Part Time Health Clinic Custodian

The Health Clinic Custodian performs janitorial and maintenance services per OSHA/WISHA standards and Clinic policies. Duties include cleaning the clinic each evening with guidance by the Infection Control Nurse, maintaining cleaning equipment and supplies, re-ordering as needed, attending all necessary safety classes including annual 'Blood Borne Pathogens' and 'HIPPA' classes, performing "handyman" repairs as needed, clerical duties such as filing, shredding, folding, mailing documents and other duties as assigned. Requires experience with cleaning equipment, ability to interpret and follow instructions, interaction with others in a professional, compassionate and culturally appropriate way, keeping confidences, working well with other team members and holding a current Washington state driver's license and auto insurance. Position also requires the ability to occasionally lift up to 40 pounds, perform frequent reaching/bending and remain standing during the entire shift. Sunday through Thursday, 5 – 9pm with some flexibility. Native American preference for qualified candidates. Closes May 21. Apply online at: www.jamestowntribe.org ; and cover letter & resume to: jobs@jamestowntribe.org . Call Gene: 360.582.2880 for more information.

(Revised 4/21, 12:20pm.)

CLINIC CUSTODIAN

Position Description
April 30, 2008

REPORTS TO: Clinic Manager

POSITION SUMMARY AND ACCOUNTABILITY:

This is a regular part-time position, working four hours per day five days per week (0.5 FTE) in the Jamestown Family Medical Clinic. The Clinic Custodian will perform janitorial and maintenance services, in accordance with OSHA/WISHA standards and Clinic policies (attached).

DUTIES AND RESPONSIBILITIES:

1. Clean the Clinic every evening following a business day according to the Cleaning Policy for the Jamestown Family Health Clinic. Cleaning days and times and standards will be provided by the Clinic Manager.
2. Incorporate OSHA/WISHA requirements for cleaning Health Care Clinics with guidance from the Clinic's Infection Control Nurse
3. Maintain the necessary level of cleaning equipment and supplies and re-order as needed
4. Attend all required safety classes including annual Blood Borne Pathogens and HIPAA classes
5. Provide "handyman"/repair services as needed
6. Perform clerical duties as directed by the Clinic Manager including filing, shredding, folding statements and mailings
7. Other duties as assigned

QUALIFICATIONS:

1. Previous experience using a variety of cleaning tools and equipment.
2. Ability to interpret and follow written guidelines and verbal instruction and apply to daily work.
3. Ability to interact with others in a professional, compassionate, culturally competent manner, maintain confidentiality and work well as a member or a team.
4. Washington Driver's license and automobile insurance.
5. Indian preference.

JOB PERFORMANCE REVIEW:

Administrative supervision and job performance review will be provided by the Clinic Manager and will be performed initially at 3 months and, at a minimum, every year thereafter or as stipulated by Tribal personnel policies.