





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Environmental Services Worker	<b>Reports to:</b> Environmental Services Manager
<b>Department:</b> Wellington Terrace	<b>Positions Supervised:</b> 0
<b>Effective:</b>	<b>Revised:</b> June 2015

### **BASIC FUNCTION:**

The Environmental Services Worker will represent Wellington Terrace at all times by ensuring adherence to the Code of Conduct and demonstrating the County of Wellington's commitment to a healthy and safe workplace where every person is respected.

The Environmental Services Worker is responsible for carrying out established cleaning and laundry procedures within the interdisciplinary team approach at Wellington Terrace.

The Environmental Services Worker will have the desire to work with older adults in a long-term care setting. They will have the ability to be understanding, patient, and compassionate when relating to the residents, families, visitors, and employees of Wellington Terrace. They will have a positive attitude and will demonstrate adaptability, flexibility, and creativity.

### **PRINCIPAL RESPONSIBILITIES:**

- Applies the fundamental principle of the Long-Term Care Homes Act, in the operation of the home.
- Completes all housekeeping and laundry tasks in a responsible and time efficient manner, as assigned by the Environmental Services Manager, using the established routines.
- Communicates effectively with residents, families, visitors, and members of the interdisciplinary team.
- Contributes to the resident care plans, through team meeting and resident care conference participation in accordance with the policies of Wellington Terrace.
- Reads minutes of team meetings not attended to keep abreast of activities on the neighborhood.
- Demonstrates knowledge of situations requiring immediate attention and notifies the departmental manager.
- Attends and completes all mandatory in-services.
- Knows, respects, and adheres to all policies related to privacy and confidentiality.
- Respects the individuality of each resident.

- Assists with resident portering, resident lift spotting, and other neighborhood team related duties assigned by Environmental Services Manager.
- Is flexible and willing to work in all areas of the home.
- Takes direction in all outbreak/infection control issues.
- Has a commitment to increasing on-the-job knowledge and skills through related in-service attendance and continuing education.
- Provides dining room assistance during meal times.
- Responds to emergency fan-out when initiated.

**PROBLEM SOLVING RESPONSIBILITIES:**

- Prioritize workload based on the activities of the day.

**CONTACTS:**

**Internal:** Wellington County employees; residents, resident families, visitors

**External:** Service providers; representatives of the Ministry of Health and Long-Term Care

**MINIMUM QUALIFICATIONS:**

- Secondary School Diploma or equivalent.
- Previous institutional cleaning experience an asset.
- Environmental Services Certificate for front line staff an asset from Ontario Healthcare Housekeepers Association.
- Police Vulnerable Sector Check required upon hire.

**SKILLS AND COMPETENCIES**

- Ability to work as a team player on an interdisciplinary care delivery team
- Excellent interpersonal skills with a positive history of patience, compassion, and courtesy when dealing with residents and others.
- Positive attitude and desire to do the best possible job at all times.
- Ability to work all shifts as required, including weekends and call-ins.
- Ability to deliver resident focused care and customer service.
- Knowledge of Wellington Terrace Policies and Procedures.
- Excellent written and oral communication skills.
- Committed to increasing knowledge and skills of the job through in-service attendance and/or education.

**OTHER:**

Location: Wellington Terrace, Fergus Ontario