

Iowa Tribe of Oklahoma
Vacancy Announcement

Position: Housekeeping / Clinic
Position Number: 4451
Pay Grade: Non-Exempt
Department: Health
Location: Health Clinic
Issuing Date: 06/23/2009
Closing Date: Until Filled



Mailing Address:
RR 1 Box 721
Perkins, OK 74059

Fax: (405)547-1092
jobs@iowanation.org

Phone(405)547-2402
<http://www.iowanation.org>

Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY: Under the direction of the office manager, this position will maintain a clean, sanitary appearance of all health buildings and facilities. This is accomplished by assisting in the performance of custodial and maintenance duties in a professional, efficient, proactive and safe manner within the policies and procedures of the health department and the Iowa Tribe.

DUTIES AND RESPONSIBILITIES: The applicant must be able to perform each essential duty as well as any other duties assigned satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

1. Collects all trash from offices, restrooms, etc. and transports to the proper locations.
2. Sweeps, mops, vacuums, waxes all floor surfaces.
3. Cleans all furniture, dressing rooms, exam rooms, windows.
4. Replenishes disposal supplies such as toilet tissue, soap, paper towels, etc.
5. Uses equipment and supplies properly in accordance with all safety regulations and procedures.
6. Cleans, maintains, and stores equipment after use.
7. Reports any major maintenance issues or concerns to the immediate supervisor.
8. Understands and adheres to Healthcare sanitation standards.

QUALIFICATIONS AND REQUIREMENTS:

The applicant must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Physical and mental ability to perform a full range of cleaning and janitorial duties.
2. Ability to read, understand and follow directions on chemicals, cleaners, solvents and equipment.
3. Capable of working with minimal supervision.
4. Successfully complete HIPPA training within 30 days of employment.
5. Must have reliable transportation.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must adhere to strict confidentiality in all matters.

Must possess excellent verbal and written communication skills.

EDUCATION and/or EXPERIENCE

One(1) years responsible custodial experience.

High School Diploma or Equivalent

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITION OF EMPLOYMENT:

- Must have a valid driver's license and be insurable by the Tribe's provider.
- The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test.