

ATRIUM CENTERS, LLC

JOB DESCRIPTION

Position Title: Housekeeper
Department: Housekeeping
Reports To: Housekeeping Supervisor
HIPAA Security Code: 9
Date of Hire: _____

GENERAL PURPOSE

To clean resident rooms and other interior and exterior facility areas under the supervision of the Housekeeping Supervisor. To assist in maintaining a positive physical and psychosocial environment for the residents.

QUALIFICATIONS

- Must have the ability to read English and follow oral and written directions.
- Must be able to relate positively and favorably to residents and families and to work cooperatively with other employees.
- Must be capable of regular attendance.
- Must meet all federal, state and local health regulations and pass a post-employment-offer physical exam. This requirement includes drug screening, criminal background investigation, and reference inquiries.
- Must be able to perform the essential functions of this job with or without accommodation.

PHYSICAL AND SENSORY REQUIREMENTS (WITH OR WITHOUT THE AID OF MECHANICAL DEVICES)

Walking up to 200 feet without stopping. Reaching, and bending. Grasping, pushing, pulling, and lifting a minimum of 50 pounds. Fine hand-motor coordination. Ability to stand on feet for an extended period of time. Ability to communicate with residents, families, personnel, and support agencies. Ability to distinguish smells, tastes and temperatures. Ability to read and write in English. Ability to remain calm under stress. Ability to maintain confidentiality of sensitive information. Ability to understand and apply training and in-services education.

ESSENTIAL JOB FUNCTIONS

A. Housekeeping Functions

Duties:

- ◆ Maintain the cleanliness and sanitation of resident rooms, bathrooms, common areas, and offices by vacuuming, wiping, mopping, polishing, and moving items etc., in accordance with established cleaning schedules.

- ◆ Ensure residents' rooms are safe comfortable and maintained in an attractive manner.
- ◆ Ensure that residents' personal items are safeguarded.
- ◆ Clean spills, soiled areas, and other conditions as observed or directed.
- ◆ Ensure equipment and work areas are safe, that procedures regarding cleaners or hazardous materials or objects are strictly adhered to and that equipment and supplies are properly stored.
- ◆ Ensure universal precautions and infection control, isolation, fire, safety and sanitation practices and procedures are followed and that hazardous conditions and/or equipment are promptly reported.

B. Residents' Rights Functions

Duties:

- ◆ Understand and comply with the Resident Bill of Rights.
- ◆ Promote positive relationships with residents, visitors, and regulators, to include presenting a professional appearance and attitude.
- ◆ Maintain resident confidentiality and privacy.
- ◆ Treat residents with kindness, dignity, and respect.
- ◆ Report all resident complaints, accidents, and incidents to the supervisor.
- ◆ Report immediately all violations of Residents' Rights.

C. Marketing Functions

Duties:

- ◆ Welcome new residents and their families, new employees, and guests.
- ◆ Promote the services offered by the facility to residents, residents' families, staff, and members of the community.

D. HIPAA Compliance Functions

Duties:

- ◆ Maintain the confidentiality and security of all PHI, (Personal Healthcare Information) as defined by HIPAA, (Health Insurance Portability and Accountability Act), unless the resident or employee consents and authorizes the use or disclosure of PHI or that which is permitted by the HIPAA Privacy Standard. This includes healthcare information, oral or written, which is individual identifiable information relating to a resident's or employee's health and healthcare needs or payment for healthcare.
- ◆ Follow Essex Healthcare's policies and procedures designed to comply with these standards.

OTHER JOB FUNCTIONS

A. Continuous Quality Improvement Functions

Duties:

- ◆ Participate in the Quality Improvement Program as assigned by the Housekeeping Supervisor.
- ◆ Understand and follow the Corporate Standards of Conduct policies.
- ◆ Assist in ensuring that quality improvement measures are continually maintained.
- ◆ Maintain an open rapport with all staff and all departments to ensure that a team effort is achieved in providing superior services in the facility.

B. Safety and Sanitation Functions

Duties:

- ◆ Understand universal precautions and follow established safety rules.
- ◆ Ensure cleanliness and sanitation of all assigned areas.
- ◆ Promptly report accidents, incidents, and unsafe, hazardous conditions and equipment.
- ◆ Use housekeeping supplies and equipment in an appropriate and safe manner and in a fashion that comports with the product's intended use.
- ◆ Secure housekeeping supplies and equipment during and after use.

C. Staff Development Functions

Duties:

- ◆ Attend and participate in orientation, training, in-service educational activities and staff meetings for general and housekeeping staff.
- ◆ Attend all mandatory in-services.
- ◆ Attend and participate in orientation, educational programs, and meetings for residents and/or their families, at the request of the Housekeeping Supervisor.

D. All Other Duties as Assigned