JOB DESCRIPTION

POSITION: Maintenance Custodian

LOCATION: Red Cliff Community Health Center / Mishomis House

WAGE: $13.00 - $16.00/hour. DOQ, Plus Benefits

SUPERVISOR(S): Health Center Administrator and Lead Maintenance Custodian

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION. THIS POSITION REQUIRES ABILITY TO WORK SPLIT SHIFTS (5:00 AM – 10:00 AM AND 3:00 OR 3:30 TO 6:00 OR 6:30) ON A ROTATING BASIS AND OCCASIONAL WEEKENDS.

JOB SUMMARY: The Maintenance Custodian is responsible for the routine care and maintenance of the physical plant of the Red Cliff Community Health Center, the parking lot, and surrounding grounds. Custodial services and preventive and corrective maintenance functions will be performed as needed. These activities are to ensure the continued efficient operation of the physical plant, to promote the comfort and safety of the public and staff, and to provide for an environment that is supportive of Health Center programs and services.

DUTIES AND RESPONSIBILITIES:
1. Perform general housekeeping duties within the Health Center in accord with accepted state and federal practice for health care facilities, with particular attention to infection control procedures, the handling of bio-medical waste, and safeguarding the privacy of the public being served.
2. Maintain the exterior of the building, the parking lot, and the grounds to promote the appearance and safe operation of the Health Center. Snow Removal and mowing lawn a must.
3. Implement a policy and program of pest control.
4. Oversee all aspects of housekeeping, custodial, and maintenance services being purchased from outside vendors in line with budget constraints, program needs, and Health Center or Tribal policy.
5. Have primary responsibility for the security and alarm system, ensuring that it is operational when the Health Center is closed and serving as an on-site contact for the security service.

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6. Maintain an adequate supply of janitorial supplies, paper goods, and other items needed to perform these duties. Order replacement supplies and materials according to Health Center and Tribal Policy.
7. Prepare and maintain manuals, records, documents, and other materials required by the Administrator of the Health Center, the Health Board, the Tribal Council, and funding or certification bodies.
8. Maintain the confidentiality of all client specific information and data in accord with federal and state guidelines and requirements. Be able to pass HIPAA compliance training.
9. Utilize the resources, materials, office supplies, equipment and physical plant allocated for use by the Red Cliff Community Health Center in accord with professional practice norms and Tribal policy.
10. Participate in quality assurance measures conducted within the Health Center.
11. Present a professional, caring image for the Health Center and its programs.
12. Maintain a cooperative relationship with other Health Center staff and co-workers.
13. Demonstrate tact, courtesy, and respect in communication and interaction with Health Center patients, visitors, and staff and with outside agencies and programs.
14. Promote a working environment noted for effective cooperation and collaboration between programs, services, and co-workers.
15. Attend meetings, in-services, and other events as specified by the immediate supervisor or Tribal administration.
16. Participate in the implementation of grants, contracts, and projects being carried out under the auspices of the Red Cliff Community Health Center and at the direction of the Administrator. These activities are to comply with the directives of the Tribal Council and Health Center Administration and to fulfill the conditions of the individual grant, contract, or project. The specific duties will reflect the individual program initiative and the concurrent needs and resources of the Health Center. These assignments will vary from time to time due to the cyclical nature of these program efforts.
17. Maintain a clean and safe working environment.
18. Ability to run snow blowers, lawn mowing equipment and an assortment of hand and small power tools.
19. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of and sensitivity for Ojibwa culture and traditions. Exposure to the hazards of the health care industry.

QUALIFICATIONS:
1. The ability to effectively relate to co-workers and the public.
2. Capacity to deal with stress and emergencies.
3. High School diploma, GED, or HSED., preferred.
4. Good interpersonal skills and the ability to get along with diverse populations (clients, co-workers, professional staff, administration, and the general public).

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5. Good communication skills, written and oral.
6. Substantial work experience as a janitor, custodian, or maintenance mechanic, preferred.
7. Experience in the maintenance and repair of HVAC systems, desirable.
8. This is a required driver position. Must possess a valid driver’s license and meet eligibility for Tribal insurance.

PERSONAL CONTACTS: Health Center staff, Tribal Employees, Community Members, and the Public.

PHYSICAL REQUIREMENTS: Physical ability to perform manual labor, occasionally lift in excess of 50 pounds, and work outside in inclement weather.

WORK ENVIRONMENT: Environment must be maintained as clean, non-smoking, well-ventilated work area in adherence to all safety requirements when client contacts are within facilities operated by the Red Cliff Community Health Center. Private residences, when utilized for professional activities, will not necessarily meet the criteria of the established safety regulations.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings. The availability for out of town and overnight travel.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required; cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

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The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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