

JOB DESCRIPTION

Working Title: Cleaning Porter	Name:
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Position No.:	Reports to Position No., classification and level: 00015955/Medical and Health 3	Division, Branch/Unit: Disability Services, Rosecrest
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Present Classification: Facility Support 2	Requested Classification: <i>(if encumbered only)</i>
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Position Summary:

Briefly describe the main purpose of the position, and why it exists for the most part [hyperlink writing guide]

The Cleaning Porter functions as a team member providing a healthy, clean and safe environment for individuals with disabilities and for staff in a 24 hour setting. Primary responsibilities are to provide cleaning services, including heavy work.

Primary Accountabilities/Responsibilities:

List the most important accountabilities/responsibilities of the position and how they are achieved. Normally a position has 4-8 core functions with approximately 3-6 activities involved in each [hyperlink writing guide]

1. Responsible for activities related to ensuring a healthy, clean and safe environment by:
 - a) Stripping, sealing, waxing, polishing, washing, dry mopping, shampooing and vacuuming floors and stairs for Rosecrest and the twelve (12) Community Homes
 - b) Washing walls, ceilings, light fixtures, basement area, linen chute and removing vents for cleaning. Assist with window cleaning, curtain or blind removal and re-hanging
 - c) Loading bagged soiled linen for laundry pick up. Daily sanitizing of soiled linen room and diaper/incontinent containers
 - d) Moving furniture and equipment for daily cleaning and relocation as needed
 - e) Removing garbage and recycling and dispose of appropriately
 - f) Performing light repairs and maintenance as needed
2. Functions as a team member by:
 - a) Providing verbal communication on shift and completing required administrative duties
 - b) Attending staff meetings when on shift
 - c) Reporting necessary repairs
3. Participates in interactions with the individuals in a courteous and respectful manner
4. Assists in the orientation of any employee/volunteer/student as delegated
5. Participates in agency committees as required

Knowledge/Experience/Competencies:

Include information on required education along with identifying the most important areas of knowledge, specific training and type of experience required for the position. [Insert Link to writing guide] Critical competencies (technical and behavioural) required to do the work should be included – please reference the APS Competency Model [hyperlink APS competency model]

Knowledge:

- Grade 12
- One year directly related experience
- First Aid/CPR

Experience:

- Completion of all mandatory and necessary training applicable to each worksite. (First Aid, CPR, Health Care, Back Care, WHMIS, Abuse Protocol, FOIP, etc., and all OLE training as required) Training requirements may vary in some worksites.
- RSS Policies and Procedures/practices
- Knowledge of legislative Acts and regulations as per worksite (i.e., Children First Act, Dependent Adult Act).
- Ability to operate specialized and adaptive equipment for physical handicaps (i.e., wheelchairs, lifts, specialized mattresses and beds, century tubs, shower trolley, etc.) as required by each worksite
- Ability to operate specialized medical care equipment (feeding pumps, nebulizers and suctioning machines) as required by each worksite by delegated authority
- Ability to operate audio visual equipment/standard office equipment (i.e., computer, fax machine, etc.)
- Ability to operate basic household appliances and fire extinguishers (i.e., fire/security systems, etc.)
- Ability to interpret non-verbal communication and body language of individuals
- Knowledge of various disabilities such as: cerebral palsy, seizure disorders, quadriplegia, aggressive behaviours, etc.
- Observation and assessment skills and the ability to respond appropriately to crisis or emergency situations
- Ability to adapt to changing work environments
- Flexibility to meet each individual’s diverse needs
- Ability to be creative in enhancement/adaptation of the environment to promote awareness and stimulation of the individual

Competencies:

- FOIP (Freedom of Information and Privacy)
- Code of Conduct and Ethics
- Good interpersonal communication skills, professional behaviour to ensure proper representation of the GOA and the role
- Using positive problem solving techniques
- Required proficiency in written and verbal English skills

Primary Relationships/Contacts:

Identify primary internal and/or external clients, partners and stakeholders with whom your position communicates relevant to the primary purpose of the role. Indicate the frequency, purpose and nature of the contact [hyperlink writing guide]

Clients	Frequency	Nature/Purpose of Contact
Internal: RSS Staff	Daily	To provide assistance with daily living skills

External: DATS, Guardians, family, friends, volunteers		To provide assistance with

Organization Chart:

A current organization chart that includes supervisor, peers and staff must be attached. Include whether the positions are permanent, wage, temporary or contract and indicate position numbers [hyperlink writing guide]

Changes Since Last Review: (if applicable)

Identify significant changes that have impacted the primary responsibilities and accountabilities assigned to the position since the last review, including organizational changes [hyperlink writing guide]

Signatures:

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned [hyperlink writing guide/delegated authority]

Incumbent

Name

Signature

Date

Manager

Name

Signature

Date

Division Director/ADM

Name

Signature

Date

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Human Services Human Resource office at 780-644-3798 or HS.JobEvaluation@gov.ab.ca.