

Job Description

Environmental Services Worker (ESW) – Hillsvie Acres

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Environmental Services Workers ensures a clean, sanitary and safe home-like environment, within an interdisciplinary, resident-focused team. All duties are performed in the best interest of the residents and their needs in accordance with Hillsvie Acres' vision, mission and values statements and with the Nova Scotia Long Term Care Legislation.

Performing the tasks identified within their scope of employment will allow other health care providers to focus on the duties and responsibilities within their job profiles and their scope of practice.

MAJOR RESPONSIBILITIES

(In collaboration with the care team) and (allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
Housekeeping Duties - Perform housekeeping duties, preventative cleaning tasks and assigned custodial duties in all areas of the facility - Adhere to daily, weekly and monthly cleaning check off lists, audit sheets and routines - Perform duties including but not limited to: carbolizing, waste management and transportation of clean and soiled linens - Ensure neatness and cleanliness of resident's living rooms and common areas including but not limited to rooms and equipment including: furniture, clothes closets, shelving, mobility devices and tub/bathrooms - Stock supplies throughout the building as per departmental procedures	75%

Description	Approximate Time Spent (%)
Compliance Perform the responsibilities of the position within the legislative and regulatory standards as set out in the applicable Provincial Long-Term Care Requirements and to follow the Policies and Procedures of Hillview Acres	7.5%
Occupational Health and Safety - Ensure all equipment used is well-maintained, in good working order and to report any defects to the Maintenance Worker - Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, attending all relevant tool box meetings and reviewing meeting minutes. Follows guidelines for employees as legislated under the Nova Scotia Occupational Health & Safety Act - Maintain knowledge of and demonstrate the safe use and care of equipment and supplies in the Environmental Services Department	7.5%
Operational and Administrative Systems - Demonstrate initiative to meet resident needs consistent with the team approach by: participating in establishing and maintaining a home-like environment through the promotion of a clean, sanitary living/working environment; and participating in care conferences, care plans, departmental and general staff meetings, as directed - Establish and maintain good team relationships, as well as interdepartmental relationships by assisting members of the interdisciplinary team to ensure the needs of the resident are met - Create a facility environment that protects confidentiality of residents, staff and activities of Hillview Acres - Support the continuous quality improvement initiatives of the department by: providing constructive ideas and solutions to identified problems and challenges; and prudent use of resources - Participate in continuing education relevant to Job Description and Long-Term Care to ensure skills and abilities are maintained and enhanced by attending in-services, workshops, books and video viewing - Reviewing resident satisfaction survey results - Reviewing resident council meeting minutes	10%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS



Education (degree/diploma/certifications):

- Grade 12 diploma

Experience:

- Previous environmental/housekeeping services experience in a long-term care setting is an asset

Knowledge/Skill/Ability:

- Pre-employment vulnerable sector check required
- Sound and demonstrated knowledge of infection control procedures required
- Ability to follow written and verbal instructions and communicate effectively both verbally and in writing in the English language
- Ability to deal with others effectively, work with a team, work with frequent interruptions and follow through completely with all tasks and responsibilities in a flexible person-centred environment. Effectively problem solve and multi-task
- Demonstrated ability to work on a regular and consistent basis
- Ability to organize work and operate related equipment. Adapt, prioritize and complete work with frequent interruptions
- Physical ability to perform repetitive tasks: lift, squat, bend, stand and walk as required; to perform the cleaning duties of this position in a 7-day week operation
- Demonstrate regular attendance in previous employment
- Must be willing to gain training related to the role as per the facility's policy and guidelines and as reflected in the job duties. Examples could include CPR and First Aid, WHMIS, Infection control practices and NVCI

WORK CONDITIONS



Work Demands

This position spends approximately:

- 95% of the time indoors
- 5% of the time outdoors
- 0% of the time driving a vehicle during work

Physical effort:

- Physically demanding role which includes lifting, walking, standing, pushing carts, bending and/or turning, etc.

Mental effort:

- Active listening and monitoring skills are required
- Presenting an attitude of respect and cooperation with residents, families and staff
- Displaying good judgement in working with residents
- Working within an environment which can change at any moment and is prepared to adapt to these situations in a respectful and understanding manner
- Will seek support appropriately from other health care providers/supervisor

Hours of work:

- Hours of work are in accordance with the collective agreement: 8 hour days between 0730hrs and 1530hr
- Shifts are Monday to Friday, weekends and holidays
- Availability to pick up call-in shifts with minimal notice

Work Location:

- ☒ On-site (100% of work performed on-site)
- ☐ Hybrid (Combination of on-site and remote work)
- ☐ Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

POSITION CLASSIFICATION
(Where this position fits)

Position Title: Environmental Services Worker – Hillsvie Acres	Division:
Department: Hillsvie Acres, Home for Special Care	Classification: Casual/Permanent Part-Time/Permanent Full-Time
Positions Supervised Directly: None	Reports to (Direct): Director of Resident Care
Salary Grade: \$18.77 per hour (as per collective agreement)	Positions Supervised Indirectly: None
Hours per week: No guaranteed hours (Casual) Up to 80 hours (Part Time) 80 hours (Full Time)	Work Location: On site – Hillsvie Acres
Effective Date: June 28, 2022	Revision Date: August 21, 2025