



HOUSEKEEPING AND LAUNDRY MANAGER

JOB POSTING

Position Title:	Housekeeping and Laundry Manager	Employee Group:	Permanent Full-Time
Department:	Administration	Classification:	Non-Union
Posting #:	ADM PERM FT 2020-06	Hours/Week:	37.5 hours per week
Application Deadline:	December 7, 2020	Hours:	0700 h to 1500 h
Start Date:	ASAP	Duration:	

Holland Christian Homes is seeking an enthusiastic and qualified leader to join our team as Housekeeping and Laundry Manager!

Reports to the Director of Environmental Services, or designate. The Housekeeping and Laundry Manager is responsible for the day-to-day operation and general supervision of all Housekeeping, Janitorial and Laundry staff in accordance with service objectives.

Organization Background:

Holland Christian Homes Inc., is a dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere. It consists of two long term care homes and 6 assisted living/independent living apartment towers located in Brampton.

We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who deliver care using a holistic approach to provide quality care and quality of life to individuals.

Specific responsibilities include:

- Maintains responsibility for the day-to-day management of assigned environmental services staff, as well as participating in operational, financial, quality and risk management planning.
- Facilitates the development of departmental objectives, goals, policies and procedures.
- Manages and resolves complaints, risk issues and concerns from stakeholders.
- Manages Human Resources related matters including recruitment, selection, and staff supervision.
- Implements and conducts training sessions and coordinate an annual training calendar at site for all housekeeping and laundry staff.
- Conducts audits in housekeeping and laundry and follow-up with the staff, including keeping the Director of EVS involved as needed.
- Review job routines, programs and systems for housekeeping and laundry to ensure continuous quality improvement.
- Manages performance including coaching and counseling unionized staff.
- Ensures a seamless system is in place for the safe delivery of patient care services to meet or exceed PIDAC standards.
- Ensures that Health & Safety risks to residents, employees and the general public are minimized or eliminated.
- Ensures assigned staff complies with proper use of PPEs, hand hygiene, and infection control guidelines in all work activities.
- Ensures that capital spend and department budget are within established guidelines.



Qualifications:

- Post-secondary degree or diploma in a related field or equivalent is required.
- Five (5) years of management experience in a culturally diverse unionized environment in healthcare facilities.
- Certification in IPAC Core Competencies through Public Health Ontario.
- Exceptional interpersonal and customer service skills.
- Demonstrates ability to facilitate change and be flexible when required.
- Ability to model effective conflict resolution and strong problem-solving skills.
- Excellent prioritization, organizational and leadership skills.
- Knowledge of relevant legislations, regulations and applicable Collective Agreements.
- Excellent communication skills, both verbal and written.
- Proficient computer skills, specifically with MS Office Suite.
- Satisfactory Vulnerable Sector Screening.
- Evidence of a negative TB and Covid-19 tests and up to date immunization including flu shot.

Interested and qualified applicants are invited to apply by submitting a Resume and Cover Letter (as ONE document in PDF) to: jobs@hch.ca

Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals. Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Applicants agree that by providing personal information in response to this posting, and otherwise in any recruitment process with the Company, such personal information may be retained and used by HCH for a period of one (1) year from the date of this application, for the purpose of consideration for employment opportunities which may arise during that time period, unless an Applicant notifies the Company to the contrary."

We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted. No phone calls please.

Disclaimer:

In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here