



Clinic Housekeeper

Supervised by:	Chief Medical Officer
Location:	Pierre, SD
Status:	Full-time (non-exempt)
Salary:	Starting at \$23.32/hour

SDUIH OVERVIEW:

The South Dakota Urban Indian Health, Inc. (SDUIH) is a non-profit corporation that consists of two full-time primary care clinics. SDUIH is a comprehensive patient-focused health care organization. SDUIH corporate headquarters is located in Pierre and the agency reports to the Indian Health Service (IHS) in Aberdeen.

Additionally, you'll enjoy quarterly employee wellness activities and continued learning opportunities. When you join our team at SDUIH, you're joining our Tiwahe (family). We believe that through equitable pay, flexibility, and centering employee wellness, we're creating systemic change that benefits everyone, especially our patients. Working with our medical, behavioral health, and cultural health teams, you'll improve the health and wellness of our patients and positively impact the health of our community.

SDUIH employees enjoy traditional benefits, such as:

- Health Insurance – SDUIH pays 72% of the premium
- Life Insurance – SDUIH provides \$25,000, employees can purchase additional
- Sick leave of 40 hours per year
- PTO accrued at the rate of 5 hours each pay period
- Short-Term and Long-Term Disability provided by SDUIH
- 11 paid holidays each year
- Participation in a 403(b) with a company match of 100% of the first 3% the employee contributes
- 12 Wellness Days per year

POSITION SUMMARY:

Housekeeping is responsible for providing essential cleaning and limited maintenance services for the health facility. Among these duties are cleaning all areas of the facility and potentially limited grounds keeping. This position is a full-time position at the Pierre clinic. The ideal shift for this position will be 12pm-8pm, Monday thru Friday but we will consider alternate shifts.

Skills & Ability

- Maintain confidentiality.
- Work independently and with direction.
- Prioritize duties.
- Work with team members to understand their specific housekeeping needs
- Understand office practices and procedures.
- Perform assigned tasks readily and adhere to prescribed agency procedures.
- Follow standard procedures or step-by-step oral or written instructions.

Knowledge of:

- Native American culture and traditions.
- English, spelling and punctuation, and grammar.
- Computer programs (Word, Excel, etc.).
- Community programs and resources.

Qualifications:

- Knowledge of or willingness to learn cleaning methods, materials, tools and equipment.
- Computer proficiency or willingness to learn.
- Pass a federal background check. Must not have any felony convictions as related to the Indian Child Welfare Act.
- Provide Indian Preference documentation if claimed.
- Must be vaccinated against or willing to be vaccinated against COVID-19.
- Must be CPR certified or willing to obtain CPR certifications within 6 months of employment.

RESPONSIBILITIES AND DUTIES

- Performs routine cleaning of patient rooms, nursing units, offices, clinical areas, waiting areas, lobbies, lounges, restrooms and corridors in a clean, neat and sanitary manner.
- Abide by CDC Guidelines for Environmental Infection Control in Health-Care Facilities.
- Completes work assignments in a timely manner.
- Checks supply quantities on hand and orders cleaning supplies or equipment to ensure adequate supplies.
- Utilizes the appropriate chemicals and supplies.
- Uses and maintains equipment properly.
- Reports safety hazards as appropriate.
- Copies and distributes work, fax correspondence, forms or reports.
- Keeps grounds appearances up.
- Participates in opportunities for professional growth.
- Performs other duties as may be assigned.
- Ability to maintain a flexible work schedule including evenings and weekends.

PHYSICAL DEMANDS:

- Heavy lifting at times.
- Deal with cleaning chemicals.
- Requires reaching, bending, and stooping.

How to Apply

Interested individuals should email their resume and a completed application to Aspen.Gillaspie@sduih.org. Applications can be found at <https://sduih.org/careers/>.

SDUIH has the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.

I have read the above job description, and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodations. I have discussed any questions I may have about this job description prior to signing the form.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____