

Housekeeping and Facilities IPAC Supervisor

St. Joseph's Lifecare Centre

Reporting to the Administrator of Long-Term Care, the Housekeeping and Facilities IPAC Supervisor is responsible for overseeing the housekeeping, laundry services, and infection prevention and control (IPAC) measures related to facility operations. This role ensures that the building maintains a clean, safe, and orderly environment in compliance with St. Joseph's Lifecare Centre Brantford's management standards, as well as applicable government legislation and infection control regulations and guidelines.

Key Accountabilities & Success Criteria:

- Provide leadership and supervision to Housekeeping and Laundry staff within a unionized environment
- Monitor and audit daily cleaning routines to ensure compliance with procedures, safety protocols, and performance standards
- Collaborate with the team to ensure that daily assignments are completed in alignment with regulatory requirements.
- Ensure that waste management and disposal of refuse is handled in such a manner as to meet safety, health and sanitation regulations.
- Assist staffing with daily assignments as necessary and re-assign staff to offset absences due to vacation, illness, leaves or other reasons.
- Interview, hire and train new employees, give them guidance and direction, assign their tasks and closely supervise them until fully trained.
- Introduce staff to new equipment, materials and procedures and instruct on their use. Arrange education/training and in servicing for new and existing staff.
- Adapt schedules and procedures to serve the changing needs of the residents and the environment in order to provide quality service in a cost-effective manner.
- Work closely with St. Joseph's Lifecare Centre staff, outside sales representatives, and purchasing department, when evaluating new products and equipment.
- Coordinate with the Employee Health, Safety, and Wellness Supervisor regarding modified duties related to workplace injuries.
- Oversee pest control initiatives, including routine monitoring and follow-up on identified issues.
- Oversee environmental service requests
- Supervise and manages the performance of laundry and housekeeping department & staff in collaboration with Human Resources, the unionized environment, and according to policies and standards of the organization
- Address performance issues if/when work not being performed as per job description/audit results.
- Complete Performance Appraisals on all staff, and ensure all annual mandatory sessions are attended by all Housekeeping and Laundry staff.
- Manage and ensure linen orders are filled accordingly and connect as needed with external provider for services.

- Participate as an active member of the Continuous Quality Improvement (CQI) Committee; complete and report on departmental quality metrics and key performance indicators
- In collaboration with the IPAC Manager and team members, oversee IPAC practices within the home as it relates to housekeeping and laundry ensuring the use of best practices
- Completes audits to support an effective quality system with a strong emphasis on infection and control practices.
- Member of the IPAC Committee, including Hand Hygiene committee
- Updates IPAC policies and practices as needed to align with best practices and Public Health guidelines in collaboration with the IPAC Manager
- Ensure employees of St. Joseph's Lifecare Centre are aware of and understand their duties and responsibilities in relation to Health and Safety
- Ensure that health and safety guidelines, programs, and processes are communicated to new staff during orientation and training is properly conducted
- Ensuring that employees work in a safe and healthy manner using the prescribed measures and procedures, and protective devices and that the necessary equipment, materials and protective devices required will be provided and maintained in good condition.
- Ensuring that the continuous improvement in Health and Safety is of the highest priority.
- This position may be required to perform additional related job functions beyond this description.

Qualifications and Experience:

- Successful completion of post-secondary diploma or degree from a recognized institution
- Minimum of two (2) years of progressive leadership experience, preferably in a healthcare housekeeping environment.
- Current active member in good standing with the Ontario Healthcare Housekeepers Association preferred.
- Understanding of housekeeping standards including IPDAC standards and other Infection Prevention and Control Standards, additional education in IPAC preferred.
- Proven knowledge of unionized work environments and the application of collective agreements. Knowledge of the Occupational Health and Safety Act and the Workplace Hazardous Materials Information System (WHMIS)
- Demonstrated ability to achieve results through effective financial oversight and quality management practices.
- Ability to work independently as well as collaboratively with a wide range of professionals
- Self-directed and highly motivated with excellent interpersonal and communication skills
- Demonstrated knowledge and commitment to resident and staff safety
- Demonstrated leader, ability to develop self and others through coaching, mentoring and formal processes
- Well-developed proficiency in Microsoft Office Programs

What We Offer:

- Enrolment in Healthcare of Ontario Pension Plan (HOOPP)
- 100% Employer-Paid Benefits
- Free Parking
- Employee Assistance Program (EAP)

- Employee Discount Program

Interested applicants are encouraged to apply through the SJLCB Careers Page at [St. Joseph's - Housekeeping and Facilities IPAC Supervisor](#) or by forwarding their application to HR@sjltc.ca

St. Joseph's Lifecare Centre Brantford recognizes the importance of immunization to protect our residents, staff, and others from COVID-19. As such, subject to any verified medical exemption or accommodation required by applicable human rights legislation, it will be a condition of employment that all new hires have received all required doses of a COVID-19 vaccine approved by Health Canada.

St. Joseph's Lifecare Centre appreciates all responses. However, only candidates under consideration will be contacted.

St. Joseph's Lifecare Centre Brantford is an equal opportunity employer and strives for equity, inclusiveness, and diversity in all programs, facilities, and people. St. Joseph's Lifecare Centre Brantford is committed to creating a barrier-free, accessible organization, utilizing a collaborative approach in supporting persons with disabilities during the recruitment, assessment, selection, hiring, and the ongoing employment life cycle. Upon individual request, the Lifecare Centre will endeavor to remove any barrier to the employment lifecycle to accommodate those employees with disabilities. Should any employee require accommodation through the employment lifecycle, please contact Human Resources