

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
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******VACANCY ANNOUNCEMENT******

TITLE: Medical Facility Housekeeper (1 or more positions)
LOCATION: Tribal Health Department – Ronan (fulltime), Polson (1-year TEA)
SALARY: \$15.63 - \$17.97/ hour plus benefits, may be employed under contract
CLOSING DATE: Thursday, January 2, 2025 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

The Medical Housekeeper is a full-time position, with the responsibility of maintaining a safe and sanitary environment using certain specialized knowledge throughout the medical facility. Full working Level Skilled and Semi-Skilled Custodians. The duties are as follows:

Develops a schedule of duties on the advice of the medical Advisor and Clinical Staff Manager.

Clinic areas:

1. Disinfects and sterilizes equipment and tabletops on a daily schedule and as requested by clinical staff.
2. Cleans clinic rooms and lab stations on a daily schedule and as requested by clinical staff (i.e. all counter tops will be wiped down with a disinfectant twice/day as scheduled).
3. In cases of infectious diseases, areas exposed will need to be disinfected and cleaned right away, using universal precautions.
4. Sweeps and mops floors on a daily schedule and as requested by clinical staff.
5. Disinfects light switches, door knobs, etc. as needed.

Patient waiting areas:

1. Maintains waiting room areas keeping them free of debris, cleans up spills, etc., and keeps hallways and other areas free of debris.
2. Keeps entryways dry and free of dirt to prevent slippage.
3. All restrooms will be cleaned, sanitized, and stocked with paper product twice/day, and more if needed.
4. Disinfects and wipes down furniture, tables, pictures, etc., on a scheduled basis, dusts daily and vacuums on a scheduled basis.
5. Empties wastebaskets as needed.
6. Launders towels, linens, and other items regularly and as needed.
7. Keeps the waiting rooms and offices supplied with Kleenex and/or disinfectant wipes as appropriate,
8. Other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

A minimum of GED or High School Diploma, and 1-year work experience related to housekeeping duties. Must possess a valid Montana driver's license.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts/degree, certifications, licensures
3. Copy of valid driver's license.
4. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Fred Matt at THD (406) 675-2700 Ext. #5151