



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Environmental Services Coordinator</b>
<b>Department:</b>	<b>Environmental Services</b>
<b>Classification:</b>	<b>Management</b>
<b>Union:</b>	<b>Non-Union</b>
<b>Approved by:</b>	<b>Regional Lead – Corporate Services &amp; Chief Financial Officer</b>
<b>Date approved:</b>	<b>2025/Mar/06</b>

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### REPORTING RELATIONSHIPS

Position reports to: Lead – Environmental Services

Positions supervised: Laundry Aide & Housekeeping Aide

### POSITION PURPOSE

Reporting to the Lead – Environmental Services, the Environmental Services Coordinator assists in the planning, organizing and directing of the Environmental Services Department, and will be responsible for maintaining a high level of efficiency in the delivery of services to the facility. The incumbent will also be responsible for participating in the human resource functions within the department as well as ensuring that the department maintains fiscal responsibility in consultation with the Lead – Environmental Services.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

#### Human Resource Management

- Participates in interviewing, selecting and hiring competent and proficient unit staff necessary to provide and support the highest quality care within existing resources.

- Assists the Manager of Environmental Services with identifying and implementing the remedial measures to correct performance or disciplinary problems and is responsible for applying progressive discipline up to and including suspension and/or dismissal. (in consultation with ESM).
- Assists the Manager of Environmental Services with managing human resources and interpreting and applying site and regional policies and collective agreements. Addresses grievances at the appropriate stage in consultation with the Manager of Environmental Services or designate.
- Assists the Manager of Environmental Services with establishing standards and monitoring employee performance, including conducting performance reviews and follow-up of personnel.
- Identifies staff potential and promotes their development to enhance service delivery.
- Coaches and facilitates performance of personnel.
- Schedules staff consistent with operational needs and contractual requirements.
- Manages requests for leaves of absence, vacation allocations and overtime authorization.
- Is responsible for attendance management of all staff on designated areas in consultation with the Environmental Services Manager.

#### Leadership

- Provides leadership to create a positive working environment conducive to effective working relationships.
- Coordinates and provides guidance to Environmental Services personnel.
- Assures effective and efficient quality housekeeping and laundry services are provided to the facility.
- Carries out professional activities in a responsible manner that reflects the Core Values of Southern Health-Santé Sud.
- Co-ordinates/facilitates the activities and staff in the assigned areas in a manner that ensures quality service to the clients.
- Collaborates with all disciplines to facilitate efficient and effective operation of the facility.
- Maintains contact with counterparts in other health care programs/sites and professional associations to keep abreast of practice issues and changes in the delivery of care.
- Facilitates growth and ensures that educational opportunities are provided for the staff.
- Coaches, advises and supports staff in achievement of identified goals and objectives.
- Demonstrates creativity, adaptability and critical thinking skills in order to influence and sustain change and a positive work environment.

#### Material/Environmental

- Coordinates the processing of linen, personal clothing and other related items in a prioritized and planned approach to achieve pre-established outcomes.
- Assists the Manager of Environmental Services with ensuring that there are sufficient equipment/supplies for the provision of services and makes recommendations for the purchasing new and/or replacement equipment.

- Orders supplies within allocated resources.
- Participates in the planning of renovations.
- Ensures appropriate security and utilization of supplies and equipment.
- Ensures equipment is maintained.
- Ensures that all duties are completed in compliance with relevant policies, procedures, standards and regulations, including Infection Control and Workplace Safety and Health regulations.
- Ensures that staff is knowledgeable regarding proper use, storage and handling of equipment and hazardous materials and remains current with WHMIS requirements.

#### Communication

- Communicates, cooperates and consults appropriately with the Manager of Environmental Services.  
Communicates effectively with staff both individually and as a group to promote efficient functioning and a positive work environment.
- Ensures documentation is complete and is consistent with facility/regional policies.
- Coordinates, organizes, and conducts staff meetings as required.
- Facilitates effective and efficient interdepartmental communication and operation.
- Participates on internal/external committees.

#### Fiscal

- Assists the Manager with analyzing issues and trends that will impact the budget in the department and takes appropriate action.
- Allocates resources (human, financial) in collaboration with the Manager of Environmental Services.
- Assists the Manager of Environmental Services in the preparation of annual Capital and Operating budgets.
- Approves expenditures as per Regional Finance Policy.
- Identifies and reports, areas of unnecessary expenditure in supplies, services, and devices.

#### Professional Responsibilities

- Coordinates services in collaboration with other members of the Health Care Team, which promote Continuous Quality Improvement (CQI).
- Assists the Manager of Environmental Services with ensuring delivery of quality services involving assessment, planning, implementation, evaluation and appropriate documentation.
- Assists the Manager of Environmental Services with establishing, monitoring and evaluating annual objectives for the designated departments in conjunction with staff and regional program teams.
- Optimizes resource utilization and provision of cost-effectiveness.
- Assists the Manager of Environmental Services in providing adequate provision of orientation and in-service programs for staff.

- Assists the Manager of Environmental Services in ensuring compliance with established policies and procedures by staff.
- Reports client/patient incidents/complaints, concerns to the Manager of Environmental Services and may be required to follow-up as appropriate.
- Maintains awareness of safety, security and emergency policies and procedures and ensures compliance of staff to same.

#### Quality Improvement

- Implements the Continuous Quality Improvement (CQI) process through identification, development, implementation, and evaluation of activities.
- Identifies, in collaboration with staff, the need for revised policies and procedures in the assigned areas and initiates the process for necessary changes as appropriate.
- Assists the Manager of Environmental Services with identifying, investigating and analyzing occurrences and risk management situations, and implements appropriate follow up as required.

#### General

- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

*Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.*

### **PERFORMANCE MEASUREMENTS**

1. To be defined

### **QUALIFICATIONS**

#### Education/Certification:

- Grade Twelve (12) Education or equivalent
- Completion of a recognized Management Course/Program or equivalent

#### Knowledge required:

- Knowledge of Institutional laundry and housekeeping methods
- Knowledge and understanding of applicable collective agreements

- Proficiency in Microsoft Office Applications and Outlook/Email

Experience required:

- Two (2) years previous supervisory experience preferably in a health care setting
- Three (3) years previous experience in an institutional laundry and/or housekeeping department
- Other suitable combinations of education and experience may be considered

Skills/Competencies/Conditions of employment:

- Demonstrated leadership ability
- Demonstrated ability to effectively manage in a fast-paced environment
- Demonstrated effective collaboration, negotiation, and conflict resolution skills
- Demonstrated approachable and welcoming demeanor
- Demonstrated written and oral communication skills
- Demonstrated decision making and problem-solving skills
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000

**WORK CONDITIONS**

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

**SALARY SCALE**

Confidential

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*