

Job Title: Infection Control Coordinator

Date Prepared: May 13, 2020

Reports To: Operations Manager

Status: Full-time, hourly

Summary: To protect the health and safety of the Hope community by ensuring all areas of the building are disinfected regularly, and all staff and residents maintain appropriate standards of hygiene throughout the building.

Qualifications:

1. Ministry:
 - a. Willingness to fully embrace the Hope Ministries Grace Model.
 - b. Ability to affirm and articulate a personal faith in Jesus Christ.
 - c. Personal commitment to living according to the standard of Christlikeness.
 - d. Personal commitment to living in an authentic Christian community outside Hope.
2. Ability to work independently with minimal oversight.
3. Excellent organizational skills.
4. A high level of attention to detail.
5. Ability to communicate effectively with supervisor, other staff and residents.
6. Ability to build effective and trusting relationships with Hope staff and residents.
7. Commitment to a grace-based form of accountability.
8. Ability to perform light maintenance work (painting, floor waxing, etc) as required.
9. Ability to lift up to 30lbs.

Duties:

1. Develop and implement a disinfecting plan for the entire facility.
2. Coordinate with the St. Joseph County Health Department and other experts to ensure the plan meets all recommended guidelines and standards.
3. Conduct and document disinfecting tasks per the plan.
4. Acquire appropriate materials and supplies.
5. Train staff and residents on steps required to maintain hygiene in their spaces and in common spaces.
6. Ensure staff and residents complete the steps required to maintain hygiene in their spaces and in common spaces. Includes conducting checks of resident living areas, and working with residents to resolve issues.
7. Stock and maintain supply rooms so all staff and residents have access to necessary cleaning and disinfecting supplies.
8. Assist residents who are moving out of the building, ensuring they leave a clean and safe space.
9. Prepare empty rooms for new residents.
10. Carry out heavy disinfecting tasks and special projects as required.