

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT

(MACASSA AND WENTWORTH LODGES – LOCATION - 701 UPPER SHERMAN AVE. HAMILTON OR 41 SOUTH ST. W., DUNDAS)

### SCREENER – LODGES FT

#### SUMMARY OF DUTIES

Reporting to the Administrator or designate, the position of Screener – Lodges is primarily responsible for providing COVID-19 screening in the building, or on the property, and to complete light disinfecting duties in between visits.

#### GENERAL DUTIES

Greet visitors, determine purpose of visit, complete screening for COVID-19 symptoms using provided set questions, outlining basic mandatory visiting guidelines and then directing visitors to appropriate person or service.

Place outgoing calls as requested.

Maintain records as required and performs clerical work as assigned related to COVID-19.

Monitor front door for residents at risk to elope.

Adhere to established policies and procedures regarding resident abuse, quality assurance, fire, safety, environment, code of conduct and infection prevention and control.

Disinfect main screening area throughout shift.

Willing to train for added duties as required.

Perform other duties as assigned which are related to the responsibilities of the job.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

#### QUALIFICATIONS

1. Experience using computers. Must possess basic computer skills (use email, Internet search engines).
2. Demonstrated ability to interact professionally with health care staff, a vulnerable seniors' population and a diverse public. Experience within a health care setting would be an asset.
3. Must possess strong verbal communications skills as well as excellent organizational skills.
4. Ability to work as a strong team member in a health care environment.
5. Must possess initiative and good judgement. Ability to provide guidance and take leadership role when necessary.
6. Ability and willingness to learn and work with job specific databases.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS**

**POSITION AND THE WORKPLACE.**

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