

COVID-19 Wellness Screener
4 months Contract, Part-time (19.5 hours per week at \$17.00/hour)
From June 3 to October 1, 2021 (Thursdays and Fridays only)

The Vaughan Community Health Centre (VCHC) is a not-for-profit, community-governed organization that provides primary health care, social services, and illness prevention programs to the residents of Northern and Western York Region. We serve those experiencing barriers to accessing health care services due to culture, language, age, chronic illness, or the like. As part of the health promotion framework of our services, we will work in partnership with other community-based health and social service organizations to address individual, family, and community needs.

As a member of the interdisciplinary team, the COVID-19 Wellness Screener is a key position in supporting the Vaughan Community Health Centre's (VCHC) efforts in minimizing the spread of COVID-19.

The COVID-19 Wellness Screener will receive training on screening protocol and questions, education for clients on Covid-19 symptoms and proper use of mask, as well as how to wear Personal Protective Equipment.

RESPONSIBILITIES

- Greet all clients, visitors and staff in a friendly and courteous manner.
- Be the first point of contact for everyone wanting to access the VCHC and ask most current COVID-19 screening protocol questions; take and record their temperature; ask them to use hand sanitizer.
- Wear full set of Personal Protective Equipment (PPEs). i.e. gown, mask, face shield, gloves while screening.
- Upon screening visitors, direct them to appropriate destinations.
- Educate clients on the COVID-19 symptoms and how to properly don (put on) and wear the mask, including proper care of the mask.
- Record information obtained from screenings on Microsoft Excel and/or VCHC's EMR system.
- Conduct COVID-19 screening over the phone for clients with in-person appointments
- Prepare the screener's workstation for the next shift, by ensuring enough supplies are available (i.e. forms, pens, visual aids, etc.).
- Support the Registered Practical Nurse and Phlebotomist with restocking and maintaining enough PPE for screeners.
- Disinfect common areas of the Centre.
- Maintain open communication among staff to ensure important information is passed on during shift changes.
- Other tasks as assigned by supervisor depending on the needs of the Centre.

SKILLS AND QUALIFICATIONS

- Enrolled or completed a post-secondary degree or diploma in a health or social service discipline

- Advanced knowledge of Microsoft Excel and other Microsoft Office applications is required
- Comfortable wearing required personal protective equipment (PPE)
- Excellent customer service experience
- Adaptable and willing to modify approach to keep pace with a dynamic situation
- High level of attention to detail and accuracy
- Friendly and kind personality while dealing with everyone who completes the screening process
- Excellent verbal communication skills to interact with visitors to ensure effective implementation of the screening process
- Ability to control the flow of people coming through the door so screening is conducted in a safe and orderly manner
- Willingness to work various shifts and potentially extended hours
- Experience in working in a culturally diverse environment and ability to speak a second language are assets.

The position will involve working regular office hours and evenings, as needed. Successful candidates must undergo a criminal reference check to the satisfaction of the Vaughan Community Health Centre.

Interviews will be conducted on a rolling basis so apply as soon as you can.

Please send your cover letter and resume by May 21, 2021 to:

COVID-19 Wellness Screener Hiring Committee,
c/o Vaughan Community Health Centre
9401 Jane Street, Suite 206
Vaughan, ON, L6A 4H7
E-mail: jobs@vaughanhc.com
Telephone calls will not be accepted.

Vaughan Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve. We thank all candidates in advance for their interest, however, only those selected for an interview will be contacted.

While applications are preferred via email, you are welcome to apply by fax, mail or in person. Accommodations during the recruitment, selection, and interview processes will be provided in accordance with the Ontario Human Rights Code if needed. If you need accommodation during the hiring process please call us at (905) 303-8490 ext.2631 to provide your contact information and a member from the hiring Committee will contact you. Vaughan Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve. We are committed to excellence and hire based on merit. We thank all candidates in advance for their interest, however, only those selected for an interview will be contacted.