

## COVID-19 Screener & Sanitization Clerk

(Job #2021.002)

**Location: Sault Ste. Marie Indian Friendship Centre    1-year Contract**

The COVID-19 Screener and Sanitization Clerk is responsible for providing support to the N'Mninoeyaa Aboriginal Health Access Centre- Sault Ste. Marie Indian Friendship Centre Clinic's COVID-19 Screening and Assessment protocols. In doing so, the Screener will greet people entering the building, initiate and assist with COVID-19 screening assessments, ensure social distancing and health hygiene precautions for COVID-19 are being followed, and direct traffic as needed. The Screener works collaboratively with the Primary Care and Community Health Care teams to complement the work being done to adhere to Public Health and Occupational Health and Safety standards and regulations. The COVID-19 Screener and Sanitization Clerk also performs general housekeeping activities within the established guidelines related to health and safety, infection control, quality management and the organization standards. As a valued member of the team, the COVID-19 Screener and Sanitization Clerk demonstrates a commitment to resident safety by providing quality care in accordance with the organization's vision and mission. The scope of this service is within an inter-disciplinary team to provide primary health care to clients and their families within a client-centred care model emphasizing health promotion and client education.

### Qualifications:

- College Diploma/Certificate in the field of Health Services, Health Office Administration is an asset
- Experience in a community setting or health setting (an asset)
- Customer service skills
- Excellent interpersonal and communication skills
- Ability to speak, read and write in English
- Ethical understanding of confidentiality and privacy of patient information
- Ability to work effectively and efficiently, both independently and as part of a team
- Ability to meet the physical demands
- Current WHMIS Certificate
- Knowledge related to infection control, cleaning practices, housekeeping operations and equipment

Given the traditional practices of Aboriginal people, from time to time exposure to smoke from the burning of sacred medicines such as tobacco, sweet grass, sage or cedar may occur. Accommodations for the disabled will be available upon request. An offer of employment will be conditional upon an acceptable vulnerable sector records check. Hiring of Aboriginal people will be given preference, as allowed under Section 14 of the Ontario Human Rights Code – Special Programs

Qualified individuals are invited to submit a covering letter along with a current resume, certificates, diplomas, along with three current work related references. This posting will remain live until a successful candidate is identified.

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Thank you to all applicants. Only those who qualify for an interview will be contacted.



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