



Title: Screener

Status: Temporary, Casual

Start Date: ASAP

About us:

Participation House, Markham is a non-profit organization and is a leader in enhancing the quality of life of individuals with disabilities through a continuum of services designed to reflect individualized approaches, community involvement and a respect for human dignity.

Job description:

The Screener is responsible for screening all individuals entering and exiting the facility by taking temperature and asking screening questions based on the updated screening guidelines by Ministry of Health. As a **screener**, you are required to document the arrival and departure times of the individual and their temperature in a log binder, as well as ensuring the staff/visitors/contractors are wearing appropriate PPE. The screener must ensure that any individual that fail the screening process, does not enter the facility under no circumstances.

The Screener role also performs other responsibilities to support the team as requested and participates in other activities when not actively screening.

Responsibilities:

- Effectively communicates and interacts with all staff, contractors, visitors and volunteers in a courteous and professional manner.
- Screening all staff/visitors/contractors entering and exiting the facility by taking their temperature and asking questions from the updated COVID-19 self-assessment checklist provided by the Ministry of Health.
- Ensure all persons entering/leaving the facility follow proper hand hygiene.
- Document the arrival and departure time as well as the temperature of the staff/visitor/contractor in the screening log binder.
- Ensure that all staff/visitors/contractors are wearing appropriate PPE before entering the facility.
- Ensure any staff/contractor/visitor who fail the screening process is not allowed to enter the facility.
- Maintains confidentiality of personal information.
- Disinfects immediate area and high touch point surfaces. i.e., Thermometer, Pens, Tabletop, etc. regularly.

Other responsibilities:

- Stocking and restocking PPE carts in-house as well as for other Participation House Markham Sites when required (as restrictions allow).



- Restocking water bottles in the Dining area and refrigerators in the staff room and reception area (as restrictions allow).
- Conduct PPE inventory once a week.
- Cover reception area and answering phone calls, shredding or any other required administrative work.
- Assist with the set-up and clean up of Day Program Activities.
- Transport residents to outdoor Gazebo area or indoor visit room for family visits (as per restrictions allow).
- Delivering items to group homes or community sites when required (as per restrictions allow).
- Ensure up-to-date knowledge of required policies and procedures.

Qualifications:

- Successful completion of a high school diploma.
- Availability to work a variety of shifts (days, evenings, nights), 5 days per week.
- Willingness to work both indoors and outdoors and to stand for extended periods of time.
- Willingness to wear protective equipment (mask, face shield).
- Demonstrate strong customer service, communication and interpersonal skills.
- Flexibility and adaptability.
- Reliability and punctuality.
- Demonstrated ability to work co-operatively with a variety of people in a team environment.
- Proven ability to follow guidelines and enforce safety protocols.

Shifts:

- 6:30AM to 3:00PM
- 3:00PM to 11:30PM

Location:

Markham, Ontario

COVID-19 considerations:

We continue to work in partnership with York Region Public Health, on a daily basis, to ensure all recommended infection prevention and control measures are followed. All interviews are conducted via Zoom until further notice.