



External Posting

Posting date: Wednesday September 30, 2020

Wage: \$15.75 per hour

The Pines is currently looking for:

Screeners Casual

Reporting to the Admin Supervisor, this position is the first point of contact at the entrance of the Pines Long Term Care Home with the possibility of screening for other departments throughout the District as offices begin to re-open to the public. The Screener is responsible to actively screen everyone who enters the home including employees, visitors, and contractors. This role entails working variable hours between 5:30 am to 11:00 pm, 7 days a week.

Our cozy and comfortable home encompasses five resident home areas (one secure) and has four wonderful courtyards with plenty of outdoor spaces to roam about. The Pines has been serving seniors with care and dignity in our community since September 1961.

The Screener's key areas of responsibility include, but are not limited to:

- Greet, using exceptional customer service skills, employees, visitors, service providers and contractors as they arrive and complete screening by having the entrant answer pre-determined questions and ensure the screening form is completed and initialed by the entrant.
 - The screener then uses the responses to determine entry or deny entry to the Home.
- Remain stationed at the front entrance to ensure screening policies are adhered to and that social distancing and health/hygiene precautions for COVID -19 are followed by those waiting to enter or exit the Home.
- Provide appropriate personal protective Equipment (PPE) to individuals coming into the Home.
- Ensure recording of temperature and time it was taken of all individuals entering or exiting to determine if they have a fever, advise manager/supervisor of any instances when entry is denied.
- Assist with entrance and exit through the front entrance door.
- Perform general clerical duties as assigned.
- Contribute to an environment of continuous improvement by providing feedback / suggestions and engaging in implementation

The skills, experience and qualifications we are seeking for this job include:

- Minimum completion of Grade 11
- Completed police record check, including vulnerable sector screening
- Good communication skills and ability to read, write and follow written instructions in English
- Excellent interpersonal and customer service skills with a positive history of patience, compassion and courtesy when dealing with residents and others
- Ability to work independently and as a part of a team.

We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. As a four-season municipality, with wonderful schools and facilities, there is plenty for everyone in Muskoka to do, in and out of work. Being an employee of the District family is an opportunity to work with ambitious teams where you can learn, grow, and contribute while building a strong career. We have a strong focus on health & wellness, and we are committed to creating and promoting respect, diversity, accessibility and inclusion in the workplace. [Watch our District video](#) to learn more!



If you have the necessary skills, experience and qualifications, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the **"How to Apply"** instructions on [our Website](#) and then submit your application.

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.