

NOTICE OF JOB OPPORTUNITY

POSITION: Receptionist (2)
STATUS: Temporary Part Time (until December 2022)
DEPARTMENT: Administration
HOURS OF WORK: Alternating weekends 6AM-noon including holidays
RESPONSIBLE TO: Resident Services Manager
REQUIRED: ASAP
POSTING DATE: May 3, 2022

POSITION SUMMARY:

Reporting to the Resident Services Manager the receptionist will screen employees, visitors, trades persons and others coming to Saint Vincent's for COVID-19 symptoms; answer calls/direct visitors at main entrance to ensure general security; and provide administrative duties as assigned. The receptionist will assist with indoor visits including screening, monitoring visits, and portering residents to and from the visiting area.

QUALIFICATIONS/EXPERIENCE/EDUCATION:

1. Minimum of Grade 12.
2. Customer service experience and clerical work experience.
3. Experience working with seniors and/or in a health care setting are an asset.
4. Experience with Microsoft Office.
5. Use of all standard office equipment.
6. Executes pleasant and professional decorum.
7. Excellent communication skills and time management.
8. Able to work in a fast-paced environment.
9. Typing 40 wpm with accuracy.
10. Clean criminal record check with vulnerable sector check.
11. Able to wear a surgical mask for majority of shift.

RESPONSIBILITIES:

1. Active screening and documentation of all individuals entering the facility to ensure they meet public health guidelines.
2. Oversee residents leaving and returning to facility.
3. Screening and monitoring indoor visits.
4. Portering residents to and from the designated visiting area.
5. Receive incoming telephone calls and, when necessary, take and forward messages.
6. Receive deliveries arriving at the main entrance.
7. Ensure the security of the main entrance and, in particular, to ensure residents do not leave the building without authorization.
8. Clerical work as required including typing, filing, scheduling appointments.
9. Demonstrate an environment that supports Resident and Family Centred Care.
10. Flexibility to work weekdays if needed.
11. Other related duties as assigned.

Quoting Competition Number **RCP-006-CB**, apply in writing to employment@svnh.ca on or before May 31, 2022.