



## **COVID-19 ENTRANCE SCREENER**

**Non-union**

**Position Type: Temporary full-time, temporary part-time**

Copernicus Lodge is a not-for-profit, charitable and ethno-specific organization made possible through the efforts of the Polish Canadian community and the vision of Father Michael Smith, OMI. Located in the heart of the Roncesvalles community in the heart of west-end Toronto, we provide a continuum of care in a predominantly Polish, Roman Catholic environment to meet the changing needs of our seniors. The Lodge is comprised of an Adult Day Program, 200 independent, affordable self-care apartments with a Supportive Housing program, and a 228 bed Long Term Care home.

We are seeking dynamic and innovative individuals to join our organization in the role of Entrance Screener who will greet, screen all staff, and visitors that enter Copernicus Lodge for any COVID-19 symptoms, support the organization as the front line in helping keep the virus outside the home.

### **Duties & Responsibilities:**

- Screen all incoming and outgoing employees, residents, tenants, contractors, outside agency staff, and all visitors to the organization for symptoms of COVID-19 using a standardized screening tool as per Ministry directives and Copernicus lodge policy;
- Greets residents, staff, and visitors that enter Copernicus Lodge (indoor and outdoor areas) and maintains a professional demeanor;
- Model proper PPE procedures (wearing a face mask/shield, gloves, gown as indicated);
- Work as a team in cooperation with others, displaying a willingness to be helpful at all times;
- Make sure that all services are provided in a friendly, courteous, professional, and timely manner;
- Ensures all persons entering the facility follow proper precautionary measures and wear the correct protective apparel as required;
- Disinfects area and equipment as needed;
- Assist staff, residents and families with outdoor visits such accompanying resident from home area to garden, preparing visiting area/closing and disinfecting visiting area and monitoring compliance with protocols at screening and during visits;
- Provide occasional resident support on resident home areas
- Perform other related duties as requested by management.

### **Qualifications:**

- Successful completion of a high school diploma;
- Computer skills and competence in the use of Microsoft word/excel, Google docs, Microsoft teams and the willingness to learn and use electronic software in the daily duties of your work
- Ability to follow safety procedures, policies, regulations, and take precautions to establish a safe and orderly environment;
- Ability to work a variety of shifts (days, evenings), 7 days per week;
- Willingness to work both indoors and outdoors and to stand for extended periods of time
- Willingness to wear protective apparel ( mask, face shield, gloves and gowns, as indicated);
- Demonstrate good judgment, problem solving, and decision-making skills;
- Ability to work in a team-oriented and collaborative environment;
- Demonstrate commitment to service, organizational values, and professionalism by demonstrating appropriate conduct and demeanor;



- Ability to interpret, follow, and apply organizational policies, guidelines, and procedures;
- Maintain confidentiality and discretion as needed;
- Flexibility and adaptability
- Excellent problem solving and decision-making skills, along with sound judgement
- Excellent command of the English language, both verbal and written; knowledge of Polish language and customs is a definite asset.
- COVID-19 vaccination is a requirement for this position (we will provide the 2<sup>nd</sup> dose for those requiring it upon hire)

#### **Must Have Skills**

- Mature and confident demeanor
- Thoroughness and attention to detail
- Customer Service Skills;
- Ability to work under pressure with a sense of urgency
- Excellent interpersonal skills and the ability to de-escalate and manage conflict.

Copernicus Lodge is an equal opportunity employer. We would like to thank all those that apply but only those selected for an interview will be contacted. If you have any requirements for accommodation due to disability, please advise Human Resources during the recruitment and selection process. We will work with you to best meet your needs as per resources available to us.

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