



## Employment Opportunity

<b>Position Title:</b> Greeter	<b>Position Number:</b> 2020-076
<b>Department:</b> Assisted Living <b>Location:</b> SHOAL Assisted Living, Sidney, BC Parry Place, James Bay, BC	<b>Days/Hours of Work:</b> Various shifts available: Mon-Fri: 8am-1pm and/or 1pm-6pm and/or Sat & Sun: 9am- 4pm (Must be able to work holidays)
<b>Remuneration:</b> \$15.00 per hour, plus 8.6% in lieu of benefits	<b>Status:</b> Temporary <b>Posting Period:</b> Until Filled
<b>Start Date:</b> Available Immediately	<b>Union:</b> Exempt

### JOB SUMMARY:

We are an award-winning and accredited not-for-profit organization that helps people and improves lives through a range of programs and services. We offer a competitive wage, and a rewarding, stimulating work environment.

Under the supervision of the Manager, the Greeter joins a multi-faceted team working in accordance with the mission, vision and values of Beacon Community Services. The Greeter is responsible for assisting staff by greeting and directing residents, families, and business partners as they enter our Assisted Living sites. Candidates would be well suited for this position if they have a background in customer service with interpersonal skills and the ability to create a positive place for all key stakeholders. Note with the ever-changing environment the shifts could change.

### DUTIES AND RESPONSIBILITIES:

- Greet and screen residents, family members, and visitors entering the lobby (wearing appropriate PPE)
- Screen for the appropriate visitors to enter the building as delegated by the Manager and fill out the appropriate forms as necessary
- Perform the 2-step screening questions; take the temperature of all persons entering the building; and adhere to strict hand hygiene protocols (i.e. visitors, staff, etc.)
- Document all persons entering the building
- Ensure the lobby and outside of entrance is presentable, clean and sanitized
- Sanitize common touch areas throughout the shift
- Assist with phone calls and visitors at the front door as necessary
- Interact with families, residents and businesses in the lobby area (keeping them updated)
- Perform monthly hand hygiene audits
- Monitor and report to the Manger when supplies are low

- Maintain daily awareness of all screening guidelines and updates
- Understand and perform safety and security procedures
- Alert Manager of any security problems or other concerns
- Handle complaints as they arise and report to the Manager
- Other duties as assigned by the Manager

#### QUALIFICATIONS:

- Grade 12 Education or equivalent
- First Aid Certification (to be renewed upon expiry)
- A clear Police Criminal Record Check and a clear Solicitor General Criminal Record Check
- WHMIS Certification (to be renewed annually)
- Experience within a Senior's facility or experience in a related setting is an asset
- Other training upon hire

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in a customer service environment
- Experience in working with Seniors; preferably in Assisted Living or Resident Care
- Ability to communicate effectively, both verbally and in writing, with residents, families, co-workers, members of the multi-disciplinary team and the public
- Ability to understand and oversee infection prevention and control procedures
- Ability to organize work and implement in a timely manner
- Ability to operate related equipment
- Physical ability to carry out the duties of the position
- Reliable mode of transportation to get to Sidney, BC

#### WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

#### APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position number **2020-076**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.