



Employment Opportunity

Position Title: First Aid Attendant & Greeter	Position Number: 2021-001
Department: Assisted Living Location: Parry Place, 408 Parry St., Victoria.	Days/Hours of Work: Saturdays & Sundays 11:30am – 5:30pm
Remuneration: \$18.59, plus 8.6% in lieu of benefits	Status: Temporary Posting Period: Until Filled
Start Date: January 16 th , 2021	Union: Exempt

ABOUT PARRY PLACE GREETER POSITION:

As a Greeter, you are solely responsible for screening and permitting appropriate entrants into Parry Place. You are to prevent any symptomatic staff or visitors from entering the Parry Place premises. This includes all staff and all visitors. All suspicious activity and all incidents requiring First Aid must be reported to the Operating Manager or BCS Manager on Call immediately.

DUTIES AND RESPONSIBILITIES:

- Ensure knowledge of current Provincial Health Orders and policies/ procedures.
- Greet & Screen everyone using updated VIHA approved Questionnaire- Residents, families, employees and visitors
- Determine and document all Essential / Non-essential / Social Visitors and permit as applicable
- Ensure adequate supplies available for all– masks/ sanitizer /PPE
- Assist all Visitors to and from their destination & sanitize
- Sanitize your workstation and surrounding areas (peripheral clean and disinfectant)
- Interact with families – reiterate current Provincial Health Orders
- Perform Hand Hygiene Audits
- Other related tasks as assigned

QUALIFICATIONS:

- Grade 12 Education or equivalent
- A clear Police Criminal Record Check and a clear Solicitor General Criminal Record Check
- Current First Aid Level 1 Certification
- Foodsafe Certification
- WHMIS Certification (to be completed upon hire)

- MSIP Certification (to be completed upon hire)
- Violence Prevention Certification (to be completed upon hire)
- Experience within a Senior's facility or experience in a related setting is an asset

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 organize work and implement in a timely manner
- Ability to operate related equipment
- Physical ability to carry out the duties of the position

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 **2021-001**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.