

Manual: Human Resources

Section: Job Descriptions

Subject: Pan-Bio/Screenener

Reports to: Tania Denmark, Executive Assistant to CEO

ABOUT SHALOM VILLAGE

Shalom Village is a non-profit campus of care that specializes in the health and wellbeing of Hamilton area seniors. We provide an unwavering commitment to making every day the best day possible for the seniors who depend on Shalom Village services and programs.

Through their dedication, training and commitment to seniors, our team members transform the lives of older adults through a variety of programs and services, including long-term care, senior living apartments, fitness, community wellness and social programs.

Our long-term care services provide a homey environment and programs for frail seniors, while our independent living apartments are perfect for more active seniors. Our fitness and community programs support local seniors living at home, while also providing them with the opportunity to socialize with their peers, learn new skills, and stay healthy and fit. ***Shalom Village has something for every Hamilton senior!***

**Founded by the Jewish Community, for the benefit of all individuals throughout the Hamilton Region, our Jewish values and traditions ensure that all residents & participants, benefit from the respect, compassion, and dignity inherent in the Jewish faith. Shalom Village welcomes and celebrates individuals from all backgrounds and faiths.

MISSION, VISION & VALUES

Our Vision: Honouring our Fathers and our Mothers

Our Mission: To provide opportunities for the continuity of life interests, values, and relationships for those who need supportive housing, long term care, convalescent care, adult day services and specialized fitness facilities within the context of Jewish Values and Kashruth. We want all those who need our services to feel AT HOME.

Our Values: At Shalom Village we use the acronym AT HOME to provide a clear link between our vision, mission, values, and most importantly how these guiding principles are brought to life for all who live, work, volunteer or visit at Shalom Village.

Acknowledge: We will listen to each other and commit to being approachable, trustworthy, and helpful while valuing each person's contributions, perspectives and differences.

Together: We will support each other and believe that together we can achieve anything.

Home: We will create a feeling of comfort, trust, familiarity, and safety that honours Jewish Values and brings about each individual person's feeling of being at home.

Organization: We will strive for learning, innovation, accountability, transparency, and excellence in all we do.

Memories: We will share memories and create new ones through relationships, sharing, and celebrations.

Enablement: We will empower, encourage, and focus on each other's strengths to make possibilities possible and accomplish our goals.

As a charity that depends on donor support, Shalom Village Staff play a vital role in our ability to deliver the lifesaving programs that benefit Shalom Village residents and participants. It is crucial that staff members believe-in the power of fundraising to bring people together to support the hundreds of seniors whose lives we impact every day. Our staff members are important ambassadors, donors, and members of the Shalom Village Family. We encourage all staff to join us as we work together to improve the lives of Hamilton area seniors.

POSITION PROFILE:

The Pan-Bio/Screeners is responsible for ensuring all staff and visitors are screened upon entering the building and are tested upon entering the facility.

QUALIFICATIONS

- Education in health-related discipline with knowledge of nasal oropharyngeal anatomy.
- Basic knowledge of swab collection and/or COVID-19 testing procedures.
- Knowledge of Excel.
- Current negative COVID-19 test result.
- Experience in LTC considered an asset.

RESPONSIBILITIES AND DUTIES

- Organize and administer COVID-19 tests on all staff 3 times per week as required by Public Health by utilizing rapid antigen testing
- Administer rapid antigen testing to all visitors entering the building
- Assist staff with planning staff breaks, test times, and covering of colleagues breaks.
- Adhere and adapt to new legislative requirements and comply with changing policies regarding COVID-19 procedures.
- Administer COVID-19 screening questionnaire to staff and visitors entering the building and provide PPE.
- Ensure staff entering facility have up-to-date rapid tests and ensure all visitors receive their rapid test.
- Knowledge of COVID-19 signs and symptoms
- Ability to work in fast paced environment and able to administer rapid antigen tests to all staff, support workers, caregiver and visitors entering the facility.
- Knowledge of IPAC procedures.
- Ability to work in a team and demonstrate good time-management skills.
- Demonstrate strong verbal and written communication skills.
- Ability to resolve conflict in respectful manner.
- Other duties as required.