



**Siksika Family Services Corporation**  
SIKSIKA FAMILY INCOME SUPPORT – SOUTH OFFICE  
**Screener/Contact Cleaner**  
Job Posting - Limited Term/PT  
Closing date – October 4th, 2021



**GENERAL STATEMENT OF POSITION:**

As the first point of contact at our building entrances to support the continued prevention against the spread of Covid 19, the Screener uses their exceptional service skills to communicate with and screen customers, visitors, employees, family support person (s) regarding their general feeling of health or illness. They will ensure our offices and buildings stay safe and healthy for our clients and staff. In addition to screening visitors, you will also convey the message around proper hand hygiene and mask wearing. You will ensure to articulate expectations to all visitors entering the site and make sure Covid-19 guidelines are followed.

**SUPERVISION RECEIVED:** OH&S Coordinator

**DUTIES AND RESPONSIBILITIES:**

- Greet all visitors and staff in a courteous manner.
- Screen all visitors and staff by taking their temperature and asking appropriate questions.
- Advise staff and visitors of required safety and hygiene protocols and ensure they are being followed..
- You will ensure entrants perform proper hand hygiene with alcohol-based hand rub prior to entering.
- In a respectful manner, refuse entry of staff and visitors if screening is not successful or if protocol is not being followed.
- Perform secondary screening mid-way throughout the day for those staff and visitors who have been in the office for a minimum of 4 hours.
- Disinfection of all touchpoint surfaces on a regular basis throughout the operational hours.
- Perform security duties as required.
- Other related duties as required.

**QUALIFICATIONS/EXPERIENCE:**

- Completion of Grade 12 or equivalent.
- Superior communication and customer service skills.
- Security Services will be considered an asset.

**WORK ENVIRONMENT:**

- May need to deal with disgruntled staff and visitors if they are not compliant with requirements.
- Work tasks vary throughout the day and time management and initiative is required to manage slow times.

**Resumes and cover letters** should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00 pm of the posting closing date. **PLEASE QUOTE posting # 056-2021**

**IMPORTANT:** All applications *must* include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Drivers License

**Please Note:** Only **complete** applications will be considered. SFSC wished to thank all applicants and advise that only those candidates selected for an interview will be contacted.