



External Job Posting

Position Title:	Entrance Screener	Pay Grade:	\$16.35
Position Type:	Temporary Part Time (Minimum 24 hours) Three (3) Month Contract*	Hours of Work:	Varied
Reports To:	Supervisor	Date Posted:	July 9, 2021
Union:	Public Services Alliance of Canada	Closing Date:	July 23, 2021, at 4:00pm
Competition Number:	2021-PSA-42	Number of Positions:	Two (2)

Position Overview

The Entrance Screener is responsible to screen and restrict access to all clients, visitors, and staff for COVID- 19 like symptoms, signs, and travel based on the provided screening guidelines. This process consists of raising health questions from screening form, temperature reading, and ensuring hand sanitizer are used by individuals before they enter Wequedong Lodge.

*This is a temporary three (3) month contract position. Benefits are not allocated for this contract positions.

Qualifications

The Entrance Screener must possess:

- Completion of secondary-school level education
- Customer Service experience
- Demonstrated ability to communicate effectively, professionally, and politely in English.
- Demonstrated ability to resolve client concerns in a non-threatening, friendly manner.
- Demonstrated high level of interpersonal skills required to succeed in a collaborative, team-oriented working environment.
- Fluency either in Ojibway, Oji-Cree or Cree would be an asset.
- An understanding and appreciation of Indigenous culture.

Duties and Responsibilities

- Ensure applicable screening questions are answered by all persons entering the Lodge and deny access to those who fail.
- Wear required uniform and personal protective equipment (PPE) at all times while at work.
- Use the provided no-touch infrared thermometer to take the temperature of individuals as they enter.



- Ensure all visitors entering follow proper precautionary measures and wear appropriate personal protective equipment when required.
- Wipe down and disinfect doors, handles, handicap button.
- Ensure all workstations areas are sanitized prior to the start of shift and throughout it.
- Verify key card from clients.

Application Process:

Interested candidates may apply in person, by mail, email or fax. Your application should include the competition number (**2021-PSA-42**), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay
678 City Road, Fort William First Nation, ON P7J 1K3
Fax: (807) 626-9365

Email: kwright@weqlodge.org

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact kwright@weqlodge.org.

Wequedong Lodge is dedicated to ensuring a safe, comfortable, and culturally appropriate environment for its clientele. As a tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a Police Vulnerable Sector Check (PVSC) to ensure the absence of relevant criminal convictions.

Regular attendance at work is imperative, therefore, all applicants will have to demonstrate good record to be considered for this position.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.