

## Multi-Skilled Worker – Screening Assignment

### Permanent Part-Time x 2

Bancroft, Ontario

2020-NON-CM-184

Hastings County is looking to hire additional support staff to assist in maintaining a safe and healthy workforce.

#### Essential Duties and Responsibilities:

- The primary assignment for these two positions will be to screen and respond to inquiries from those who enter the North Hastings Professional Building.
- Provide general customer service by responding to inquiries related to the screening process and/or building access and services
- Accepting and delivering materials to support the operations of the building
- Perform duties according to health & safety guidelines, report all injuries and hazards to the supervisor immediately and other reasonable requests from management.

#### Qualifications:

- Must possess a Grade 12 Diploma or equivalent.
- Experience working directly with the public (e.g. customer service, patient relations)
- Able to work independently and as part of a team.
- Previous experience in a clinical or healthcare environment or long-term care setting is preferred.
- Current enrollment in Registered Nursing, Registered Practical Nursing or Personal Support Worker (PSW) programs) considered an asset.
- First Aid and CPR certification considered an asset.
- Good command of the English language, both verbal and written and ability to follow written and verbal instruction.
- Physical ability to carry out duties of the position.
- Successful candidate will require a satisfactory Criminal Record Check with Vulnerable Sector.

**HOURS OF WORK:** Part-time - Monday to Friday (7:30 a.m. - 12:30 p.m. and 12:30 p.m. – 4:30 p.m.)  
Approx. 45 hours every two week period; hours are subject to change

**WAGE:** \$20.00/hour + 4% vacation pay

Please send resume and cover letter by email to [careers@hastingscounty.com](mailto:careers@hastingscounty.com)

Quote: 2020-NON-CM-184 – “Your Name” in the subject line

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Talent Management & Acquisition

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