



# PRINCE EDWARD FAMILY HEALTH TEAM

*Your partner for best health*

## **Parking Lot Attendant PEC COVID Assessment Centre**

**Temporary, Full-Time**

The Prince Edward Family Health Team (PEFHT) is seeking a customer-focused individual to join our dynamic COVID Assessment Centre (CAC) Team as a **Parking Lot Attendant**.

As a member of the multidisciplinary CAC team, the Parking Lot Attendant provides that important first contact with those arriving at the CAC for a COVID-19 test.

The Parking Lot Attendant:

- Greets people arriving at the Prince Edward County (PEC) CAC in Picton;
- Creates a pleasant and reassuring atmosphere;
- Ascertains whether the individual has an appointment or whether a booking is required;
- Interviews individuals, following a pre-determined script;
- Collects and documents personal health information;
- Delivers patient information to designated staff inside the CAC;
- Directs patients to waiting areas and ensures effective patient flow;
- Answers questions, as appropriate, re: CAC and testing process;
- Follows safety guidelines to ensure personal safety as well as safety of all CAC staff.

Qualifications:

- Highly effective communication and interpersonal skills;
- Commitment to excellent customer service when dealing with patients, colleagues and volunteers;
- Ability to remain calm under pressure, utilizing de-escalation and conflict management skills;
- Healthcare or service industry experience an asset;
- Organized and detail-oriented;
- Demonstrated understanding and commitment to privacy of information;
- Strong commitment to health and safety practices for self and others;
- Able and willing to stand or sit for extended periods of time;
- Able and willing to work outdoors in all elements (sun, rain, snow, varying temperatures);
- Able and willing to properly wear all required Personal Protective Equipment (PPE) for extended periods of time (e.g. gowns, gloves, mask, face shield);
- Able and willing to work shifts and/or weekends if required.

Rate: \$18.72/hr

For more information about our team, please see our website at [www.pefht.ca](http://www.pefht.ca).

To apply, please send your resume and cover letter to: [careers@pefht.com](mailto:careers@pefht.com).