

Job Description

Position: Part-Time Screening Assistant (32 hours /week)
Classification: Temporary (approximately 7 months, ends September 30th, 2021)
Reports to: Client Services Manager
Location: Denver, CO
Starting Salary: \$18.63/hour

Position Summary:

The Screening Assistant is responsible for asking specified COVID-19 symptom questions to employees and visitors before they enter a company facility. The role will be responsible for following Symptom Screening protocols to ensure that individuals with possible illness do not enter Company facilities. The role will also be responsible for timely updating HR about employees who disclosed symptoms of illness.

Essential Job Functions:

Screening Assistant Responsibilities:

- Secure the front door, ensuring only symptom free individuals enter the building.
- Screen all individuals for signs of illness. Clearly ask COVID-19 related screening questions to all employees, clients and vendors entering the building.
- Confirm the health well-being of each employee and provide direction once assessment is completed
- Maintain log of employee and visitors that have been screened
- Enforce no entry policy for anyone that has not been screened, or has signs of illness.
- Ensure all individuals entering the building are wearing a mask, if they are not they must wait outside until a mask is brought to them.
- Enforce standards associated with confidentiality.
- Provide information of current service offered and protocol for access, i.e. social-distance, staff remote work, and hours of operation.
- Direct screened clients throughout the building.
- Enforce health and safety protocol for clients within the building.
- Other duties as assigned.

Additional Information:

- Bilingual is plus but not required (Bilingual in English and Spanish)
- Must understand HIPAA and Privacy rules and protocols
- Prior office administration/employee facing experience is preferred
- Detail oriented
- Ability to work under pressure

Requirements:

- Must be 18 years or older
- Comfortable wearing a mask while in our office
- Able to work Monday, Tuesday, Thursday and Friday

Qualifications: Experience in a similar capacity, preferably in a non-profit setting working with diverse populations; training in cultural competency. Spanish-speaker strongly preferred.

Education:

High School Diploma/GED required.

Knowledge, Skill and Ability:

Willingness and ability to work with diverse populations - persons living with HIV, the LGBTQ+ community, persons of various ethnic backgrounds, disenfranchised communities. Excellent communication and organization skills.

Physical Demands and Work Conditions:

Will be working outside (covered tent provided). Must be able to stand /sit the entire shift.

As employees of a charitable organization, all CHN staff share the responsibility of serving as ambassadors for the organization in the community. This can be achieved by fostering the development of relationships with potential constituents/donors as well as by participating in CHN events/activities in a way that is meaningful to each employee.

General Benefits Description:

We offer full-time employees a comprehensive benefits plan that includes: Health Insurance, Dental Insurance, Vision Insurance, 403(b), Legal Shield, FSA, Life Insurance, EAP, Long-Term and Short-Term Disability.

How to Apply

Please email a cover letter and resume (subject line must be "Part-Time Screening Assistant") to the Human Resources Department at HR@coloradohealthnetwork.org.

All offers of employment are subject to the completion of a criminal background check.

Colorado Health Network is an Equal Opportunity Employer (EOE).

Applications will be accepted until **Friday, February 26th, 2021.**