



Heading Home

Job Title: WEHC Temperature Screener

Program: WEHC

Reports To: Program Director

Hours: Hours vary and are dependent upon the needs of the program (Evenings Req.)

Pay: \$15.00 ph

Non-exempt

Position Summary:

The WEHC Screener helps to reduce exposure and spread of COVID-19 (Coronavirus) in the greater Albuquerque area by pre-screening and screening Westside Emergency Housing Center (WEHC) employees and guests.

All Heading Home (HH) staff conducting temperature assessments will wear surgical/procedure-type masks, eye protection (goggles, safety glasses, or face shield), & gloves at all times.

Essential Equipment and Procedures of a WEHC Temperature Screener:

Required Personal Protective Equipment (PPE) (Provided by Employer)

- a. Surgical or procedure mask
- b. Safety Glasses or face shield
- c. Gloves

Duties include but are not limited to:

- Accurately assess guest and employee temperature status
- Inquire into client/employee symptom & travel survey questions
- Perform Screening process in the WEHC Dormitories
- Participate in Infection Control & End of Shift Tasks
- All other assigned tasks

The responsibility of all Heading Home employees includes the following:

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.
- Observe and practice safe work habits and practices in compliance with regulations, statures and organizational policies.

- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook.

Qualifications:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Skills:

- Ability to communicate effectively orally and in writing.

Other Requirements

- Certified Medical Assistant certificate preferred
- Valid New Mexico driver's license and reliable transportation.
- Ability to navigate stairs, ladders, ramps and uneven terrain.
- *CPR/ First Aid Certification or ability to become certified within 30 days of hire.

This job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Heading Home is a Drug Free Workplace

Job Types: Full-time

Pay: \$15.00 per hour