



CASUAL NOTICE

CLINIC NAVIGATOR

The Pas COVID Immunization Clinic

Posting End Date: Open until filled

Work Location: The Pas COVID Immunization Clinic(s)

Union: Out of Scope (OOS)

Anticipated Start Date: ASAP

Anticipated Shift: Days, Evenings, Weekends

Salary: \$19.347 – \$22.445

Position Overview

- Welcomes clients and performs initial screening for COVID-19 symptoms or risks related to travel (per provincial protocols for screening prior to entry of clinical sites)
- Confirms the client has an appointment and updates appointment list to indicate client's attendance
Assists with navigation through the site
- Refers clients who fail the screening protocol or have questions to the appropriate staff member (e.g., Clinical Lead) if appropriate
- Encourages anyone entering the clinic to clean their hand with alcohol-based hand sanitizer; provides a mask to clients who do not have one
- Determines whether the client has any accessibility requirements (e.g., mobility issues, sight or hearing impaired) that require additional supports and refers to the appropriate staff member if appropriate (e.g., Clinical Manager)
- Facilitates crowd control and clinic flow, ensuring physical distancing of at least 2 metres is maintained between clients while waiting in line to enter the clinic or in the pre-registration area with the aid of markings on the ground
- Ensures that signage is in place and visible, including COVID-19 screening protocols, eligibility criteria, clinic instructions and clinic flow, as appropriate
- Directs clients to immunization area
- Provides paper documents for completion as required
- Refers clients to appropriate Clinic Lead for discussion of any potential contraindications to immunization or questions
- Supports clinic flow by directing clients to the next available Immunizer

Qualifications:

- Grade 12
- Proficiency with computerized systems
- Excellent communication skills
- Good problem-solving skills and ability to manage in a fast paced environment
- Experience in a mass immunization clinic preferred