



**DO NOT  
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POSTING**

**INTERNAL & EXTERNAL POSTING**

**POSTING:** HEU Posting  
**STATUS:** Casual  
**CLASSIFICATION:** (10001) Screening Clerk  
**WORK AREA:** The Views  
**EFFECTIVE DATE:** Immediately  
**HOURS:** As required  
(paid meal period included)  
**SALARY:** \$22.32 Hourly

**JOB SUMMARY:**

Under the direction of the Director of Care, Residential Services or designate, receives and screens all staff, building occupants and visitors; obtains information and completes related documentation; and receives, records facility deliveries. This position requires working under limited supervision, and performs screening and clerical duties related to the operation of the Views at St. Joseph's.

**QUALIFICATIONS:**

**Education, Training and Experience:**

Grade twelve (12) and one year's recent related experience or an equivalent combination of education, training and experience.

**SKILLS AND ABILITIES:**

- Ability to keyboard at 45 w.p.m.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.<sup>31</sup>
- Ability to operate related equipment.

**This posting will remain open until successfully filled.** Please apply via email to the Department of Human Resource Services using Application for Internal or External Vacancy Form.

Applications and resumes may be submitted through [hr@providenceliving.ca](mailto:hr@providenceliving.ca)

Thank you.  
Human Resource Services

DATE: March 21, 2022

**Human Resource Services  
778-736-1250, [hr@providenceliving.ca](mailto:hr@providenceliving.ca)  
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