

# Access Control Assistant



North York General Hospital

Toronto, ON (+1 other)

Your goal in this position is to support North York General Hospital (NYGH) policies and procedures regarding access to facilities and services. You will be sensitive and provide effort to accommodate visitors, patients and family without compromising access control to the Hospital. You will provide information and direction to the public, while administering screening requirements. This position is responsible for administrative tasks including data entry, as well as assisting with access in and out of the Hospital in the event of an emergency. This position supports the Hospital's academic mandate by advancing care through teaching and learning and/or transforming care through research and innovation. This position contributes to the shared responsibility of ensuring health and safety policies are followed to provide for a healthy environment for staff, physicians, volunteers, learners, patients and families.

On a practical level, you will

- Provide information to the public including directions to various destinations
- Administer screening requirements, as directed
- Administrative tasks including but not limited to data entry, answering telephones etc.
- Assist with access/exit into and out of the hospital in the event of a fire alert or other emergency situations
- Assist security by observing individuals with unusual behaviour and/or suspicious activity until the arrival of security personnel

Qualifications

- Currently 18 years of age or older
- Valid Canadian Social Insurance Number (SIN) or temporary SIN with a valid Canadian work permit
- Ability to communicate effectively with patients/residents and co-workers
- Ability to co-operate as a member of a health care team
- Data entry/retrieval skills
- Understanding of infection control techniques and requirements
- Bilingualism in French/English an asset

What We Offer

Working at NYGH means working with a dynamic team of fellow healthcare providers, staff, and volunteers in one of Canada's leading hospitals. This is a Part Time Casual Temporary position, 4, 6 and 8 hours shifts, including weekends and holidays.

## How to Apply

Think you're the right person for the job? Here's your first chance to show us why:

- Ensure to meet the deadline - only applications received by the closing date will be considered.
- We will review all applications and will contact those selected for an interview.

At North York General, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community in which we live, including those with disabilities. North York General is committed to providing accommodations in all parts of the hiring process. If you require an accommodation, we will work with you to meet your needs.

[Try Google search for: NYGH Access Control Assistant"]