



Full-time Position

- Position Title:** Evening Reception and Security
- Reports To:** Maintenance Supervisor
- Hours:** Monday to Thursday 4:30pm to 8:00am the following morning. (Rest period from midnight to 6:30am in on-call bedroom).
- Location:** Reception Desk
- Qualifications and Skills Required:**
- Ability to deal professionally and courteously with residents and visitors
 - Maturity, sound judgment and the ability to remain calm in an emergency situation
 - Able to efficiently operate switchboard, intercom and basic office equipment
 - CPR, First Aid, and WHMIS certification (or willingness to become certified)
 - Ability to be discreet and maintain strict confidentiality at all times
- Duties and Responsibilities:**
- Graciously receive and welcome arrivals to Southdown
 - Receive, screen and route incoming telephone calls to residents
 - Record and monitor the exit and return of residents
 - Monitor building security and various mechanical systems/alarms as required
 - Take note of any noticeable changes in behaviour or demeanour of residents and notify clinical staff as appropriate or requested
 - Provide immediate support and assistance to residents in event of late-night crises and promptly notify clinicians and/or summon external aid
 - Perform routine clerical tasks (photocopy, fax, etc.) and cleaning as needed.

Please send your resume to Christine Dodgson at cdodgson@southdown.on.ca