



Sonoma County Indian Health Project, Inc.

144 Stony Point Road • Santa Rosa, CA 95401 • Telephone (707) 521-4545 • Fax (707) 526-1016

Temporary Job Announcement

Position:	Temporary – Entrance Screener / Greeter / Runner
Hours:	Full-Time / Non-Benefited / 90 working days
Worksite:	Monday to Friday, 8 hours per day
Department:	Santa Rosa
FLSA Status:	Dental, and Medical
Reports to:	Non-Exempt
Salary Range:	Dental Director and Infection Control Coordinator
Application Closing Date:	Open Until Filled

Job Purpose: The Entrance Screener/Greeter/Runner will support Sonoma County Indian Health Project, Inc. (SCIHP) by facilitating the screening of patients, visitors and staff. The Entrance Screener/Greeter will provide patients, visitors, staff and physicians a positive experience. This individual will check temperatures, ask screening questions and assist patients at pharmacy curbside pickup area. This position will be essential in SCIHP's efforts to prevent the spread of COVID-19. Employer provided Personal Protective Equipment will be required for entire shift.

Qualifications:

- High school diploma or general education degree (GED).
- Exhibits a positive and upbeat attitude with the ability to deliver outstanding customer service to our patients (2 years of customer service experience preferred)
- Ability to utilize basic reading and writing skills for everyday communication.
- Demonstrated ability to be a team player, establish and maintain cooperative working relationships with supervisors and coworkers.
- Ability to change focus or direction quickly upon request
- Ability to work in a fast-paced environment while maintaining a positive attitude.
- Understanding of basic PC hardware, including but not limited to, desktop computers, laptops, printers, scanners, multi-function devices, mobile devices, etc.
- Personal Protection Equipment (PPE) requirements of face-covering and Infection Control Protocols must be followed
- Current Basic Life Support Care (CPR) certification, preferred
- Must pass a pre-employment drug screen, physical and background investigation.
- MUST have proof of completed **COVID vaccination**.

Special Qualifications: Must be sensitive to the needs of the Native American Community, which includes their culture, traditions, and background.

Apply to: Sonoma County Indian Health Project, Inc.

Attn: Human Resources Manager

144 Stony Point Road, Room 2209, Santa Rosa, CA 95401

Fax (707) 526-1016 or Email Resume and SCIHP Application to: employment@scihp.org

Employment Application available online at: www.scihp.org/human-resources

Preference in filling vacancies will be given to qualified Indian applicants in accordance with Federal Law, including the Indian Preference Act (Public Law Title 25, U.S. Code, Sections 472 and 473). Subject to the foregoing, Sonoma County Indian Health Project, Inc. is an equal opportunity employer. All application forms are subject to the provisions of the Privacy Act (Public Law 93-579, Section 78) and become the property of Sonoma County Indian Health Project, Inc.

Reasonable Accommodation: Sonoma County Indian Health Project, Inc. will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of selections procedures by calling (707) 521-4641.