



<b>Heart of Ohio Family Health Centers Onsite Temperature Screener</b>
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**Summary:** This position supports the Organization in the following manner:

The Onsite Temperature Screener is responsible for the oversight and operational performance of all temperature screenings of all patients, visitors, vendors entering HOFHC's facilities.

Responsible for ensuring the daily operations of the screening are carried out in an efficient, safe, systematic and manner.

The Onsite Temperature Screener will be trained by a clinical staff to perform all necessary functions to maintain the operations temperature screening. This position will report to the David Ike, Facilities Supervisor.

**Reports to:** David Ike, Facilities Supervisor

**Supervises:** N/A

**Dress Requirement:** Business Casual

**Work Schedule:**

Monday through Friday during HOFHC's standard business hours

Times are subject to change due to business necessity

**Exempt**

**Non-Exempt**

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**Job Duties,** these are considered essential to the successful performance of this position:

- Must be able to take temperatures screenings
- Must be able to ask screening questions and record efficiently
- Must wear appropriate Personal Protective Equipment (PPE)
- Check the individual's temperature with a no-touch thermal scanner and record efficiently
- Any individual that presents with positive screening responses or a temperature of 100.4 or higher will be triaged by a clinical team member

- This onsite screening process will be used for patients, visitors, and vendors who enter HOFHC facilities
- The Onsite Temperature Screener will control the number of individuals in the lobby at any given time
- The Onsite Temperature Screener will ensure the lobby area is sanitized regularly
- Consistently ensure HIPAA regulations and other federal, state and local laws and regulations pertaining to the duties of this position are observed
- Adhere to safety and cleanliness guidelines
- Adhere to all of the Organization’s policies and procedures, especially the hazardous, health and safety procedures
- Other duties as assigned (non-essential)

**Job Qualifications** (Experience, Knowledge, Skills and Abilities)

- ✓ High School Diploma or equivalent
- ✓ Must possess knowledge of HIPAA
- ✓ Applicants must possess the ability to work well in a diverse culture
- ✓ Demonstrates grammatically-correct verbal and written communication skills
- ✓ Demonstrates caring and courteous
- ✓ Demonstrates resilience, a positive attitude and the ability to work well in a fast paced, rapidly changing environment
- ✓ Ability to work in a team setting and/or with minimal supervision

**Equipment Operated:**

Telephone	Computer	Printer
Fax machine	Copier	Scanner
Credit card machine	Calulator	Other office equipment as assigned

**Facility Environment:**

Heart of Ohio Family Health Centers operates in multiple locations, in Columbus, OH. All facilities have a medical office environment with front-desk reception area, separate patient examination rooms, nursing stations, pharmacy stock room, business offices, hallways and private toilet facilities. All facilities are on the main ground floor and ADA compliant.

This position’s primary work area is the reception desk area which is shared by other co-workers with similar tasks and functions. The reception desk area is:

- kept at a normal working temperature and sanitized daily
- maintains standard office environment furniture with adjustable chairs
- maintains standard office equipment; i.e., computer, copier, fax machine, etc. at a normal working height

**Physical Demands and Requirements:** these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees
- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person's voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

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**Indicate Frequency of Factors that Contribute to this Position:**

<i>Factor</i>	<i>Frequency, 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed</i>
Normal, steady work pace	2
Randomly changing work pace	1
Fast, sometimes chaotic, high stress work pace	2
Independent decisions made without supervision	2
Exposure to trauma, grief, death, etc.	1
Exposure to disease or bacteria	2
Handles closed containers or vials of patients' bodily fluids or tissues	0
Required to wear safety clothing or equipment	2
Handles money or financial accounts (cash, checks or credit cards)	0
Interacts personally with public and business associates	2
Interacts with public and business associates via the telephone, letter, or other non-face-to-face measure	0