



## RAVENSWOOD FAMILY HEALTH NETWORK JOB ANNOUNCEMENT

**Position Title:** Screener  
**FLSA Status:** Non-Exempt  
**Reports to:** Nursing Services Manager

### ORGANIZATION

Ravenswood Family Health Center's mission is to improve the health of the community by providing culturally sensitive, integrated primary and preventative health care to all, regardless of ability to pay or immigration status, and collaborating with community partners to address the social determinants of health.

### POSITION SUMMARY

The Screener is responsible for ensuring that each individual is properly screened for potential infectious disease before entering any RFHN facility. Additionally, the Screener ensures that each individual has on the proper Personal Protective Equipment and provides important information to each individual prior to entry. The Screener also supports the Infection Control Team with additional duties as assigned.

### DUTIES AND RESPONSIBILITIES

*To be performed in accordance with RFHN Policies and Procedures*

1. Verify patient appointments.
2. Verify appointment notes.
3. Ensures patient answers screening questions.
4. Instruct patient regarding process for obtaining temperature.
5. Instruct patient on proper use of PPE during time in the facility.
6. Provide patient with instructions for registration or alternate entry into facility.
7. Maintain record of supplies.

### QUALIFICATIONS

- High School diploma or GED required.
- Bicultural/Bilingual Spanish or Tongan preferred.
- Ability to understand and apply information and acquired skills to perform duties.
- Experience working in a community clinic setting preferred.
- Completion of Medical Assistant or Allied Health training preferred.
- Knowledge and experience working with electronic charting and scheduling systems.
- Computer literate in a Windows-based environment.

### OTHER SKILLS AND ABILITIES

Excellent written and verbal communication skills, ability to work independently; as well as part of a team. Flexible, creative, well organized with ability to multi-task. Electronic Health records experience, Computer literate in PC skills and Microsoft Office (Word, Excel and PowerPoint). Willingness and ability to accept responsibility, make sound judgments, know professional boundaries of skill, deal with diverse ethnic groups, a variety of personalities, and work as a collaborative team member. Ability to communicate effectively and work directly with patients; physicians, staff, managers, department heads, community organizations and community members. Able to work with a translator to help with other patients. Commitment to the goals and philosophy of Ravenswood Family Health Center.

Qualified applicants, please submit resume to [resumes@ravenswoodfhc.org](mailto:resumes@ravenswoodfhc.org).