



Provincial Job Description

TITLE:
(065) Liaison Worker

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Acts as a liaison and translator for aboriginal clients/patients/residents, doctors, nurses and the general public.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Ability to communicate in Cree or Dene and English
- ◆ Communication and interpersonal skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Translation

- ◆ Translates Dene, Cree and English for staff and clients/patients/residents when language barrier arises.
- ◆ Ensures patients understand treatment options.

B. Coordination

- ◆ Arranges for transport/escort of clients/patients/residents.
- ◆ Liaises with aboriginal health/social community programs and health region services/programs.

C. Related Key Work Activities

- ◆ Escorts clients/patients/residents.
- ◆ Assists clients/patients/residents while in X-Ray/Laboratory/Long-Term and activity areas.
- ◆ Assists with looking after children.
- ◆ Ensures new mothers have all information on newborn care and feeding.
- ◆ Completes forms (e.g., for new mothers).
- ◆ Assists with discharge planning.
- ◆ Performs clerical duties (e.g., photocopies, faxes and answering phone).
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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