



Provincial Job Description

TITLE:
(095) Adaptive Equipment Assistant

PAY BAND:
8

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists with manufacturing/repairing adaptive equipment for clients/patients/residents.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Knowledge of related tools and equipment**
- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Ability to work with special needs clients/patients/residents**

EXPERIENCE:

- ◆ **Previous: Six (6) months previous experience related to sewing, carpentry, upholstery and use of power tools.**

KEY ACTIVITIES

A. Adaptive Equipment

- ◆ Fabricates, maintains and adjusts parts/equipment for seating and other adaptive equipment (e.g., pommels, laterals, backs, seats) to suit specific client needs.
- ◆ Assists with casting materials.
- ◆ Sews, bends and glues materials.
- ◆ Performs routine maintenance to seating equipment.
- ◆ Performs maintenance on other equipment (e.g., sewing machines).
- ◆ Prepares and supplies stock wheelchairs to in-patients.
- ◆ Manufactures foot rests and trays for wheelchairs.
- ◆ Repairs faulty equipment.

B. Related Key Work Activities

- ◆ Cleans equipment and workshop.
- ◆ Maintains inventory.
- ◆ Assists with seating clinics.
- ◆ 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: August, 2006