



Provincial Job Description

TITLE:
**(143) Respiratory Benefits Program
Assistant**

PAY BAND:
11

FOR FACILITY USE

SUMMARY OF DUTIES:

Provides clients throughout the province with SAIL (Saskatchewan Aids to Independent Living) equipment including equipment for treatment of sleep disorders and respiratory therapy-related conditions.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Ability to work independently
- ◆ Communication, organizational and interpersonal skills
- ◆ Valid drivers license

EXPERIENCE:

- ◆ Previous: Twelve (12) months previous experience repairing related medical equipment.

KEY ACTIVITIES:

A. SAIL Respiratory Benefits Program

- ◆ Verifies client eligibility for SAIL program benefits.
- ◆ Sets up, calibrates, tests equipment prior to release to clients.
- ◆ Provides in-services and/or advice to clients and families in the use and care of respiratory equipment.
- ◆ Coordinates and distributes SAIL equipment and repairs/replacements.
- ◆ Responds to inquiries from clients/families related to SAIL programs/equipment.
- ◆ Prepares monthly SAIL Respiratory Benefits Program statistics for billing purposes.

B. Preventative Maintenance / Repair

- ◆ Calibrates, repairs, and verifies operational procedures.
- ◆ Modifies respiratory equipment for special client needs.
- ◆ Troubleshoots equipment.
- ◆ Performs Quality Assurance activities.
- ◆ Checks/refits respiratory therapy equipment.

C. Data Base and Computer-Related Activities

- ◆ Designs and maintains SAIL client/equipment database (e.g., home ventilator equipment).
- ◆ Tracks department purchasing and vendor information.
- ◆ Develops forms/diagrams for department training materials and manuals.

D. Purchasing / Filing

- ◆ Evaluates new equipment and supplies.
- ◆ Meets and negotiates with suppliers/vendors for provision and purchase of equipment.
- ◆ Tracks and files vendor product listing and quotes.
- ◆ Purchases office supplies.
- ◆ Manages inventory.

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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