



Provincial Job Description

TITLE:
(153) Unit Support Worker

PAY BAND:
5

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides support to a unit/department by portering, maintaining inventory and cleaning.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Communication skills**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Maintain Inventory

- ◆ **Orders required supplies.**
- ◆ **Stocks trays, carts, cupboards and areas with supplies and equipment.**
- ◆ **Organizes supplies and equipment in designated areas.**
- ◆ **Orders and maintains linen and related supplies.**

B. Cleaning

- ◆ **Cleans patient/resident equipment (e.g., urinals, wheelchairs and beds).**
- ◆ **Cleans/disinfects/sanitizes instruments and equipment.**
- ◆ **Cleans unit/area (e.g., fridges, cupboards and surfaces).**
- ◆ **Removes garbage and linen.**
- ◆ **Disposes of sharps/biohazardous waste, as per departmental procedures and policies.**

C. Related Key Work Activities

- ◆ **Porters equipment, patients, supplies (e.g., linen, specimens, charts, pharmacy supplies and supplies from Central Supply Room.)**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**
- ◆ **Picks up and delivers mail.**
- ◆ **Answers phones, takes messages.**
- ◆ **Takes bookings, orders.**
- ◆ **Fills out requisitions.**
- ◆ **Faxes, photocopies.**
- ◆ **May assist other staff with transfers, lifts or repositioning.**
- ◆ **May assist clients (e.g., providing water, snack, and companionship).**

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

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.