



# *Provincial Job Description*

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***TITLE:***  
**(168) Fitting Aide Clerk**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Fits and shapes braces as prescribed by physicians and instructs clients on their use.  
Performs related clerical functions.**

***QUALIFICATIONS:***

- ◆ **Office Education certificate**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic medical terminology**
- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Ability to work independently**

***EXPERIENCE:***

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

## ***KEY ACTIVITIES:***

### **A. Fitting / Patient Instruction**

- ◆ Measures clients and fits/shapes/modifies braces.
- ◆ Measures and fits compression garments.
- ◆ Instructs clients on the application, care and cleaning of braces.
- ◆ Liaises with outside agencies/vendors/health care professionals (e.g., War Amps, Saskatchewan Abilities Council).

### **B. Clerical / Reception**

- ◆ Provides reception, answers telephone, books appointments/meeting rooms.
- ◆ Files and distributes mail.
- ◆ Delivers reports.
- ◆ Completes forms.
- ◆ Maintains wait lists.
- ◆ Enters data, maintains databases, spreadsheets, performs word processing, back-up.
- ◆ Codes and processes requisitions for billing purposes.
- ◆ Maintains client scheduling system.
- ◆ Reconciles cash and receipts.
- ◆ Receives payments for merchandise.

### **C. Related Key Work Activities**

- ◆ Porters patients.
- ◆ Delivers shoes, braces or prostheses to laboratory and patients.
- ◆ Provides input into policies and procedures.
- ◆ 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:***

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***SGEU:***

***SAHO:***

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***Date: 2005***

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