



Provincial Job Description

TITLE:
(174) Orthopedic Shoemaker

PAY BAND:
17

FOR FACILITY USE:

SUMMARY OF DUTIES:

Designs and fabricates corrective footwear and supportive devices to accommodate congenital and/or disabling conditions of the musculoskeletal structure of the feet.

QUALIFICATIONS:

- ◆ Bachelor of Science degree in Kinesiology
- ◆ Pedorthics diploma
 - ◆ Certification with the Pedorthic Association of Canada

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous employment in Pedorthics or Chiroprody.

KEY ACTIVITIES:

A. Fabrication / Manufacturing

- ◆ **Creates a mold of the foot through casting; designs and builds forms from the cast.**
- ◆ **Designs and builds inserts and counters.**
- ◆ **Builds footwear; designs patterns for uppers, cuts out and sews uppers, fits client/patient/resident with finished footwear.**
- ◆ **Repairs footwear.**
- ◆ **Modifies off-the-shelf footwear with flares, wedges or raises.**

B. Client / Patient / Resident Assessment

- ◆ **Assists physician with client/patient/resident assessment and recommends corrective measures.**

C. Inventory

- ◆ **Liaises with suppliers regarding new products.**
- ◆ **Maintains inventory.**

D. Clerical

- ◆ **Completes work orders.**
- ◆ **Documents services provided for each client/patient/resident.**
- ◆ **Maintains filing system.**

E. Equipment Maintenance

- ◆ **Cleans, greases, sharpens and calibrates equipment.**

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: July 14, 2011