


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Fitting Aide Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>168</u></p>
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<p>Decision Making</p> <p>Follows clearly prescribed practices when measuring and fitting braces for clients and when coding/processing requisitions for billing purposes. Makes minor decisions from limited alternatives when adjusting braces. Uses discretion when fitting braces/compression garments, based on client comfort and cost.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Education</p> <p>Grade 12. Office Education certificate (1200 hours).</p>	<p><u>3.5</u></p>
<p>Experience</p> <p>No previous experience. Twelve (12) months on the job to complete vendor training/registered fitter courses, to consolidate office and fitting/modifying skills, to become familiar with various fitting supplies and become familiar with region/facility/department policies and procedures.</p>	<p><u>4.0</u></p>
<p>Independent Judgement</p> <p>Performs virtually all tasks involving general office duties according to standard practices or established procedures. Resolves minor operating problems when fitting and modifying braces to accommodate clients. Direction is sought when issues are not within the parameters of the job.</p>	<p><u>3.0</u></p>
<p>Working Relationships</p> <p>Requires tact and discretion when instructing clients on the application, care and cleaning of braces. Contacts with clients with disabilities and families are often difficult, specialized or emotionally charged.</p>	<p><u>4.0</u></p>

Impact of Action	Degree
Measures/fits braces and performs clerical duties to meet quality and service requirements. Misjudgment in fitting braces/compression garments may cause serious injury discomfort to clients/patients/residents. Inaccurate records can lead to billing errors and scheduling problems.	<u>2.5</u>
Leadership and/or Supervision Provides orientation to staff.	<u>1.0</u>
Physical Demands Regular cumulative physical effort operating computers, portering clients, assisting with pulling on compression garments, lifting, reaching with accurate hand-eye coordination when fitting/shaping braces.	<u>2.0</u>
Sensory Demands Regular sensory effort operating computer, fitting braces/compression garments, observing clients and listening to co-workers and clients.	<u>2.0</u>
Environment Occasional exposure to major disagreeable conditions such as open wounds, rudeness, chemicals and unpredictable weights.	<u>3.0</u>