



Provincial Job Description

TITLE:
(065) Liaison Worker

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Acts as a liaison and translator for aboriginal clients/patients/residents, physicians, nurses and the general public.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Ability to communicate in Cree or Dene and English
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** No previous experience. Six (6) months on the job to become familiar with outside agencies, services and outpost clinics computer programs and department policies and procedures.

KEY ACTIVITIES:

A. Translation

- ◆ Translates Dene, Cree and English for staff and clients/patients/residents.
- ◆ Ensures clients/patients/residents understand treatment options.

B. Coordination

- ◆ Arranges for transport/escort of clients/patients/residents.
- ◆ Liaises with aboriginal health/social community programs and services.
- ◆ Communicates appointment times/reminders for service.

C. Related Key Work Activities

- ◆ Escorts clients/patients/residents.
- ◆ Assists clients/patients/residents while accessing services.
- ◆ Assists with childcare.
- ◆ Ensures new mothers have all information on newborn care and feeding.
- ◆ Completes forms (e.g., for new mothers).
- ◆ Assists with discharge planning.
- ◆ Performs clerical duties (e.g., photocopies, faxes and answering phone).
- ◆ 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: October 16, 2018