



Provincial Job Description

TITLE:
(143) Respiratory Benefits Program Assistant

PAY BAND:
11

FOR FACILITY USE

SUMMARY OF DUTIES:

Provides clients throughout the province with SAIL (Saskatchewan Aids to Independent Living) equipment including equipment for treatment of sleep disorders and respiratory therapy-related conditions.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Ability to work independently
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Valid driver's license

EXPERIENCE:

- ◆ Previous: Twelve (12) months previous experience repairing related medical equipment.

KEY ACTIVITIES:

A. SAIL Respiratory Benefits Program

- ◆ Verifies client eligibility for SAIL program benefits.
- ◆ Sets up, calibrates, tests equipment prior to releasing to clients.
- ◆ Provides in-services and/or advice to clients and families in the use and care of respiratory equipment.
- ◆ Coordinates and distributes SAIL equipment and repairs/replacements.
- ◆ Responds to inquiries from clients/families related to SAIL programs/equipment.
- ◆ Prepares monthly SAIL Respiratory Benefits Program statistics for billing purposes.

B. Preventative Maintenance / Repair

- ◆ Calibrates, repairs, and verifies operational procedures.
- ◆ Modifies respiratory equipment for special client needs.
- ◆ Troubleshoots equipment.
- ◆ Performs Quality Assurance activities.
- ◆ Checks/refits respiratory therapy equipment.

C. Database and Computer-Related Activities

- ◆ Designs and maintains SAIL client/equipment database (e.g., home ventilator equipment).
- ◆ Tracks department purchasing and vendor information.
- ◆ Develops forms/diagrams for department training materials and manuals.

D. Purchasing / Filing

- ◆ Evaluates new equipment and supplies.
- ◆ Meets and negotiates with suppliers/vendors for provision and purchase of equipment.
- ◆ Tracks and files vendor product listing and quotes.
- ◆ Purchases office supplies.
- ◆ Manages inventory.

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: June 12, 2018