



Provincial Job Description

TITLE:
(153) Unit Support Worker

PAY BAND:
5

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides support by portering, maintaining inventory and cleaning.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Communication skills**

EXPERIENCE:

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

KEY ACTIVITIES:

A. Maintain Inventory

- ◆ **Orders required supplies.**
- ◆ **Stocks trays, carts, cupboards and areas with supplies and equipment.**
- ◆ **Organizes supplies and equipment in designated areas.**
- ◆ **Orders and maintains linen and related supplies.**

B. Cleaning

- ◆ **Cleans patient/resident equipment (e.g., urinals, wheelchairs and beds).**
- ◆ **Cleans/disinfects/sanitizes instruments and equipment.**
- ◆ **Cleans unit/area (e.g., fridges, cupboards and surfaces).**
- ◆ **Removes garbage and linen.**
- ◆ **Disposes of sharps/biohazardous waste, as per departmental procedures and policies.**

C. Related Key Work Activities

- ◆ **Porters equipment, patients, supplies (e.g., linen, specimens, charts, pharmacy).**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**
- ◆ **Picks up and delivers mail.**
- ◆ **Answers phones, takes messages, greets clients.**
- ◆ **Takes bookings, orders.**
- ◆ **Fills out requisitions.**
- ◆ **Faxes, scans, photocopies, maintains files.**
- ◆ **May assist other staff with transfers, lifts or repositioning.**
- ◆ **May assist clients (e.g., providing water, snack, companionship, personal care).**

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: February 12, 2020