



# Provincial Job Description

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**TITLE:**  
**(168) Fitting Aide Clerk**

**PAY BAND:**  
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**FOR FACILITY USE:**

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## **SUMMARY OF DUTIES:**

Fits and shapes braces as prescribed by physicians and instructs clients on their use.  
Performs related clerical functions.

## **QUALIFICATIONS:**

- ◆ Medical Administrative Assistant diploma

## **KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate computer skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently

## **EXPERIENCE:**

- ◆ Previous: No previous experience.

## ***KEY ACTIVITIES:***

### **A. Fitting / Patient Instruction**

- ◆ Measures clients and fits/shapes/modifies braces.
- ◆ Measures and fits compression garments.
- ◆ Instructs clients on the application, care and cleaning of braces.
- ◆ Liaises with outside agencies/vendors/health care professionals (e.g., War Amps, Saskatchewan Abilities Council).

### **B. Clerical / Reception**

- ◆ Provides reception, answers telephone and books appointments/meeting rooms.
- ◆ Files and distributes mail.
- ◆ Delivers reports.
- ◆ Completes forms.
- ◆ Maintains wait lists.
- ◆ Enters data, maintains databases, spreadsheet and performs word processing and back-up.
- ◆ Codes and processes requisitions for billing purposes.
- ◆ Maintains client scheduling system.
- ◆ Reconciles cash and receipts.
- ◆ Receives payments for merchandise.

### **C. Related Key Work Activities**

- ◆ Porters patients.
- ◆ Delivers shoes, braces or prostheses to laboratory and patients.
- ◆ Provides input into policies and procedures.
- ◆ 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:*

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*SGEU:*

*SAHO:*

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*Date: May 16, 2024*