

Provincial Job Description

TITLE: PAY BAND: 11

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

♦ Medical Office Administration 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. <u>Fitting / Patient Instruction</u>

- ♦ 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 backup.
- ♦ 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.

(168) Fitting Aide Clerk

	al details considered necessary to describe the principal onstrued as a detailed description of all related work e job.
Validating Signatures:	
CUPE:	SEIU:
SGEU:	SAHO:
Date: May 16, 2024 *Updated October 22, 2025	

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