



Provincial Job Description

TITLE:
(168) Fitting Aide Clerk

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 Administrative Assistant diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Basic medical terminology**
- ◆ **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:

SGEU:

SAHO:

Date: January 11, 2017