



Provincial Job Description

TITLE:
(174) Pedorthist

PAY BAND:
17

FOR FACILITY USE:

SUMMARY OF DUTIES:

Designs and repairs corrective footwear and supportive devices to accommodate congenital and/or disabling conditions of the musculoskeletal structure of the feet.

QUALIFICATIONS:

- ◆ Baccalaureate of Science degree in Kinesiology
- ◆ Pedorthics diploma
 - ◆ Certified by The College of Pedorthics of Canada
 - ◆ Registered with the Pedorthic Association of Canada

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience in Pedorthics or Chiropody.

KEY ACTIVITIES:

A. Design/Repair

- ◆ Creates a mold of the foot through casting; designs and builds forms from the cast.
- ◆ Designs and repairs footwear.
- ◆ Fits clients/patients with finished footwear.
- ◆ Modifies off-the-shelf footwear with flares, wedges or raises.
- ◆ Measures feet for custom footwear to be manufactured off site.

B. Client / Patient / Resident Assessment

- ◆ Assists physician with client/patient/resident assessment and recommends corrective measures.

C. Inventory

- ◆ Liaises with suppliers regarding new products.
- ◆ Maintains inventory.

D. Clerical

- ◆ Completes work orders.
- ◆ Documents services provided for each client/patient/resident.
- ◆ Maintains filing system.

E. Equipment Maintenance

- ◆ Cleans, greases, sharpens and calibrates equipment.

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: December 16, 2025