



# Provincial Job Description

---

**TITLE:**  
**(346) Support Services Worker**

**PAY BAND:**  
**4**

---

**FOR FACILITY USE:**

---

**SUMMARY OF DUTIES:**

Provides support services throughout the facility.

**QUALIFICATIONS:**

- ◆ Grade 10

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Basic computer skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Food safe certificate
- ◆ Valid Driver's license

**EXPERIENCE:**

- ◆ Previous: No previous experience.

**KEY ACTIVITIES:**

A. Dietary

- ◆ Sets and cleans tables.
- ◆ Assists in dining room (e.g., serve/feed residents, mop floors).
- ◆ Assists in kitchen (e.g., clean stove, wash dishes, peel vegetables).

- ◆ Sets up afternoon lunch cart and serves to residents' rooms.
- ◆ Ensures proper hydration.
- ◆ Picks up groceries.

**B. Exercise and Walking Program**

- ◆ Assists residents with mobility (e.g., walking, transferring, care and use of mobility aids).
- ◆ Assists with range of motion exercises for residents.
- ◆ Provides input to Occupational Therapist regarding resident mobility/exercise needs.
- ◆ Maintains resident charts regarding mobility.

**C. Related Key Work Activities**

- ◆ Porters residents to and from meals and activities.
- ◆ Assists residents at programs and activities (e.g., church).
- ◆ Answers telephone and takes messages.
- ◆ Picks up and delivers mail.
- ◆ Delivers towels to the Therapy Department.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ May distribute meals-on-wheels to clients.

*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: November 6, 2019*