UNION JOB DESCRIPTION

JD1213

JOB TITLE:	Clerk - Health Unit Aide	**JOB DESCRIPTION NO.:**	C.NI.83000.002
CLASSIFICATION:	Health Unit Aide; Administrative Support 2	**GRID/PAY LEVEL:**	C08; C02
COLLECTIVE AGREEMENT:	Community Subsector	**HSCIS NO.:**	83000; 80101
UNION:	BCGEU	**JOB/CLASS CODE:**	83000
PROGRAM/DEPARTMENT:	Home & Community Care	**BENCHMARKS (If Applicable):**	83000; 80101
REPORTING TO:	Manager or designate		
FACILITY/SITE:	VIHA: NI		

JOB SUMMARY:

In accordance with the Mission, Vision and Values, and strategic directions of Vancouver Island Health Authority patient safety is a priority and a responsibility shared by everyone at VIHA and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Supports Home Nursing Care and Palliative Care programs by performing duties such as liaise with family/volunteers regarding delivery of equipment, maintaining inventories of medical supplies, cleaning and sterilizing medical equipment and instruments and performing related administrative support duties. Performs a variety of administrative support for the following programs:

- Home Nursing Care
- Rehabilitation Program
- DVA
- Nursing Support Services

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Maintains inventories of medical supplies and equipment by performing duties such as monitoring inventory levels, identifying requirements, process orders and receiving, verifying, documenting, distributing and storing shipments. Receiving and marking of new equipment.

2. Cleans and sterilizes medical equipment and instruments in accordance with established procedures by performing duties such as preparing and changing solutions, washing and drying instruments, preparing and wrapping instruments and dressings for autoclaving, and operating and cleaning autoclave machines; cleans and sterilizes shelving regularly.

3. Prepares nursing bags by cleaning and stocking with medical supplies, dressings and equipment.

4. Calibrates and cleans glucometers monthly; sends for repairs when necessary.

5. Prepares sharps for disposal by packaging for pick-up.

6. Coordinates Community Rehabilitation equipment which includes duties such as cleaning and tracking equipment.

7. Coordinates Palliative Equipment loans (with client, families, and volunteer agency) which include duties such as delivery and pickup, cleaning and tracking equipment. Provides direction to volunteers with regard to delivery and pickup of equipment.

8. Performs administrative duties such as processing invoices, maintains a filing system for all the equipment, packing slips and invoices, photocopying and faxing and provides clerical relief when required.

9. Performs other related duties as assigned.

10. Typical Functions and Responsibilities for Clerical:
11. Performs reception (multi-line switchboard) duties such as
directing calls, receiving and directing visitors; answers general inquiries by telephone and in person from a variety of sources such as clients, staff and public and provides general information about the Continuing Care Program. Refers problems to supervisor.

12. Performs data entry functions such as inputting client information into Provincial CCD Database (CCIMS), processes and posts client referral and discharge information for Home Care Nursing Services and Rehabilitation Services including DVA.

13. Performs general word processing such as typing from rough draft letters, memos, reports and forms using software applications such as Word and Excel.

14. Performs general record management duties such as assembling files, assigning file numbers, preparing file folders, filing and distributing documents and files, conducting file searches for requested information.

15. Sorts and distributes in coming and out going mail, faxes, internal correspondence and courier documents. Signs for receipt of packages and shipments.

16. Operates office equipment such as network printers, printers, photocopiers, shredders and fax machines, and carries out minor maintenance, such as loading paper, removing paper jams, cleaning glass and changing toner cartridges. Refers further maintenance required to supervisor.

17. Stock and orders forms and pamphlets for all Programs.

18. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Personal computer skills for office applications at an intermediate level. Good knowledge of Business English. Grade 12, and related experience, or an equivalent combination of education, training and experience.

Skills And Abilities

- Ability to key at 50 wpm.
- Ability to organize, prioritize and self-direct program needs.
- Demonstrated knowledge and a working familiarity with the Provincial Database System (CCIMS).
- Ability to communicate effectively with staff and public.
- Ability to work in partnership with all members of the team, in a team based environment.
- Physical ability to carry out the duties of the position.