



UNION JOB DESCRIPTION

JD2908

JOB TITLE:	Equipment Aide	JOB DESCRIPTION NO.:	40520
CLASSIFICATION:	Maintenance Worker II ; Stores Attendant II	GRID/PAY LEVEL:	F 13
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	13102; 17002
UNION:	HEU	JOB/CLASS CODE:	40520
PROGRAM/DEPARTMENT:	Therapy Services	BENCHMARKS (If Applicable):	13102; 17002
REPORTING TO:	Manager/Coordinator of Rehabilitation Services		
FACILITY/SITE:	VIHA SI: (RJH)		

JOB SUMMARY:

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

Reports to Manager/Coordinator of Rehabilitation Services. Performs a variety of duties such as cleaning, sorting, maintaining (minor repairs), re-stocking and ordering equipment in the Specialized Equipment Depot and Rehabilitation storage spaces on all units of the Patient Care Center (PCC). Completes record keeping functions for future evaluation of Depot process.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Inspects, cleans and stocks rehabilitation equipment, work areas, storage areas and all equipment in Specialized Equipment Depot following Infection Prevention Control guidelines.
2. Prepares all equipment and supplies by inspecting and assembling items according to established guidelines.
3. Removes from circulation equipment found to be defective or in need of repair or replacement during inspection and checking process and reports to supervisor accordingly.
4. Maintains inventory of equipment, devices and materials and ensures safety standards are met prior to being put back into circulation.
5. Reports malfunctioning rehabilitation equipment, completes a requisition form and communicates information to Manager/Coordinator of Rehabilitation Services.
6. Replenishes supplies in Specialized Equipment Depot as well as Rehabilitation storage spaces on all units of the PCC and user areas according to pre-established quotas. Rotates supplies, removes/discards outdated supplies and disposables according to Infection Prevention Control guidelines
7. Tracks/logs Specialized Equipment Depot, ordering supplies, maintaining records, and process.
8. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 10, plus one years' recent related experience or an equivalent combination of education, training, and experience.

Skills And Abilities

- Ability to deal with others effectively.
- Ability to organize work.
- Physical ability to carry out duties of the position.
- Ability to operate related equipment (such as MS Office)
- Ability to communicate effectively both verbally and in writing.