

# JOB DESCRIPTION

Benchmark Job #016

Ministry: Health  
Branch: Central Kootenay Health Unit  
Location: Nelson

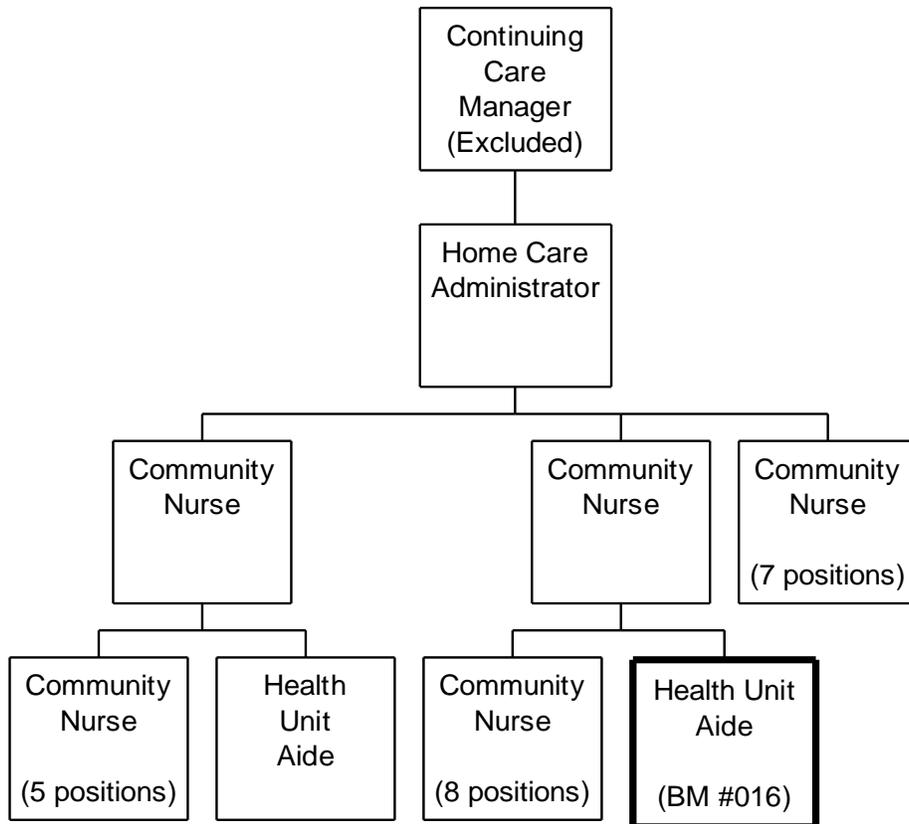
Working Title: **Health Unit Aide**  
Level: Range 9  
Classification: Health Unit Aide (Obsolete)

## PRIMARY FUNCTION

To provide support services to the Public Health and Home Nursing Care programs of a Health Unit.

## JOB DUTIES AND TASKS

1. Provides support services for the Health Unit
  - a. orders, receives, stores and disperses vaccines, serums and antidotes for unit and branch offices
  - b. disperses drug supplies to branch offices
  - c. requisitions medical supplies for Home Nursing Care program
  - d. prepares home visit packs including bags, paper towels, patient dressings and informational handouts
  - e. assembles equipment and assists nurses with on-site organization for immunization and vision screening clinics at schools
  - f. assists nursing staff with baby clinics by gathering information, calming children and weighing babies
  - g. distributes advertisements and sets up tables and supplies for annual flu shot clinics
  - h. schedules and provides formal instruction, training and assistance to clinic volunteers regarding procedures
  - i. cleans, packages and transports instruments to Hospital for autoclaving and disposes of non-reusable and contaminated items
  - j. cleans and washes a variety of equipment and supplies such as baby scales, immunization boxes and fridge used to store biologicals
  - k. drives to attend clinics
2. Maintains and provides Health Unit informational materials
  - a. maintains and updates Health Unit print and video library
  - b. ships library materials such as books, magazines, videos and pamphlets to other health units upon request
  - c. orders pamphlets and posters when required and ensures that pamphlet racks are stocked
  - d. prepares handouts and folders for distribution to baby clinics
  - e. distributes posters and prepares community advertisements for flu clinics
3. Performs administrative support services
  - a. receives monies from health units for biologicals, issues receipts and deposits monies into bank account
  - b. maintains, balances and updates account for purchasing biologicals
  - c. enters information into a ledger
  - d. issues and signs cheques to be sent to Ministry of Finance
  - e. sends monthly statement and cheque stubs to Union Board of Health



## REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>                      Know a variety of job functions and how they relate to the Health Unit to provide instructions to volunteers, assemble equipment and materials, assist nurses with clinics at schools and maintain and update health unit library.</p>	C	60
2	<p><b>MENTAL DEMANDS</b>                      Judgement to recognize known differences and determine the priority of tasks to order vaccines and print supplies, balance monthly clinic accounts and train and schedule clinic volunteers.</p>	C	60
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b>                      Tact required to exchange information related to immunization, vision and baby clinic procedures and health unit activities with volunteers.</p>	B	20
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>                      Moderate coordination and dexterity required to drive vehicle to attend clinics.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>                      Guided by specific procedures, using oral instructions, changes the order of completion to meet immediate requests or demands in performing several functions to order, receive, store and disburse medical supplies, train clinic volunteers, maintain library and make bank deposits.</p>	B	30
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>                      Some financial responsibility to sign and issue cheques sent to the Ministry of Finance and Corporate Relations.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>                      Some responsibility to drive vehicle to attend clinics.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal instruction and training on procedures to clinic volunteers.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to provide a calming influence on babies and children attending health clinic.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Normal sensory concentration to occasionally observe vaccine supplies and inventory for reordering purposes.	A	3
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally push, pull, lift and carry moderate weight boxes to store supplies.	C	12
12	<b>SURROUNDINGS</b> Exposure to occasional unpleasant dealings with upset children at clinics.	A	2
13	<b>HAZARDS</b> Moderate exposure to hazards from regularly handling contaminated wastes.	C	6

**Total Points: 257**

**Level: Range 9**