

CLASSIFICATION GRID: 8

BENCHMARK TITLE: HEALTH UNIT AIDE

BENCHMARK NUMBER: 83000

JOB FAMILY: HEALTH SERVICES

**SCOPE AND LEVEL DEFINITION**

Supports community health programs by performing duties such as maintaining inventories of medical/surgical supplies, cleaning and sterilizing medical equipment and instruments, and performing related administrative support duties, such as booking clients for appointments.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Maintains inventories of medical/surgical supplies and equipment by performing duties such as monitoring inventory levels, identifying requirements, processing orders, and receiving, verifying, documenting, distributing, and storing shipments.
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.
3. Prepares and labels antiseptic and stock solutions, and prepares nursing bags by cleaning and stocking with medical supplies, dressings, and equipment.
4. Provides support in clinical settings by performing duties such as setting up and dismantling rooms, weighing and measuring babies, and calibrating and cleaning equipment such as scales and glucometers.
5. Performs administrative support duties such as booking clients for appointments, answering phones, assembling and maintaining files, packaging items for shipment, organizing and renewing pamphlets, preparing poster displays, and marking new equipment.
6. Delivers and disposes of supplies, biologicals, materials, and equipment by performing duties such as packaging, making arrangements for pickup and delivery, and transporting.
7. Maintains department resources such as audiovisual equipment and video lending libraries by performing duties such as logging materials out, tracking loans, maintaining booking schedules for audiovisual equipment, and arranging maintenance of audiovisual equipment.
8. Maintains a petty cash account, receives payments, and issues receipts.
9. Provides direction to volunteers, and monitors and assists as required.
10. Performs other related duties are assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Medical Office Assistant Certificate
- Recent, related experience of one year  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize and prioritize
- Ability to type at 50 wpm
- Knowledge of general office procedures
- Ability to establish and maintain rapport with clients
- Knowledge of medical terminology
- Knowledge of nursing equipment
- Knowledge of sterilization techniques and procedures