
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

JOB FAMILY: CLERICAL

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JOB FAMILY: STORES

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FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care

Class Series: Volunteer Coordinator

Grid: 23

Class Title: Coordinator of Volunteers I

I. Level Definition

Positions at this level plan, develop and evaluate a variety of volunteer programs, recruit volunteers and maintain contact with community groups and volunteer organizations.

II. Typical Duties

1. Plans, develops and evaluates a variety of volunteer programs and activities. Reviews and assesses requests for volunteer programs following established policies and procedures.
2. Recruits, screens and selects applicants for volunteer placements by reviewing application forms, conducting interviews, performing reference checks, evaluating applicant's suitability for the program. Schedules volunteer placements.
3. Supervises volunteers by providing related orientation and training, assessing volunteer performance and providing feedback. Follows up on complaints and/or conflicts and takes appropriate action.
4. Provides guidance and support to staff and volunteers by clarifying roles and expectations and providing formal and informal volunteer recognition.
5. Maintains contact with community groups and volunteer organizations to promote interest, participation, and support for the program.
6. Maintains volunteer program records, volunteer data, and prepares related reports and statistics.
7. Monitors expenditures of the program.
8. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, introductory volunteer management course, plus three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care

Class Series: Volunteer Coordinator

Grid: 27

Class Title: Coordinator of Volunteers II

I. Level Definition

Positions at this level oversee volunteer programs, establish and maintain contact with community groups and volunteer organizations, and/or supervise Coordinator of Volunteer I's.

II. Typical Duties

1. In consultation with the Manager, develops strategies and initiatives for volunteer recruitment, reviews goals and objectives for volunteer programs, designs and evaluates volunteer training programs, and develops volunteer placement descriptions.
2. Oversees the day to day operation of assigned volunteer programs by performing a variety of administrative duties such as making recommendations regarding budget, allocating resources and overseeing and updating standards and procedures.
3. Identifies, establishes and maintains contact with community groups and volunteer organizations to promote interest, participation and support for the volunteer program.
4. Supervises Coordinator of Volunteer I's by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
5. Plans, develops and evaluates a variety of volunteer programs and activities. Reviews and assesses requests for volunteer programs following established policies and procedures.
6. Recruits, screens and selects applicants for volunteer placements by reviewing application forms, conducting interviews, performing reference checks, evaluating applicant's suitability for the program. Schedules volunteer placements.
7. Supervises volunteers by providing related orientation and training, assessing volunteer performance and providing feedback. Follows up on complaints and/or conflicts and takes appropriate action.
8. Provides guidance and support to staff and volunteers by clarifying roles and expectations, and providing formal and informal volunteer recognition.
9. Maintains volunteer program records, volunteer data, and prepares related reports and statistics.
10. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a Bachelor program in Social Sciences plus three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care
Grid: 22 (interim rate)

Class Series: Nursing Assistants
Class Title: Rehabilitation Assistant

I. Level Definition

Under the direction of a therapist such as a Physiotherapist, Occupational Therapist, and/or Speech Language Pathologist, the Rehabilitation Assistant implements rehabilitative treatment plans and programs, and assists the therapist in monitoring and evaluating patients'/residents' progression.

II. Typical Duties

1. Carries out designated components of a rehabilitative treatment plan and/or program, such as activities of daily living, mobility, strengthening and balance exercises, recreation, and/or communication therapy.
2. Observes and reports cognitive and functional changes in patient ability or behaviour that may warrant a progression or regression of the treatment; progresses treatment plan within the parameters established by the therapist; documents for the health record.
3. As part of a multidisciplinary team and in consultation with the therapist, provides input into the planning, implementation, modification, and evaluation of the rehabilitative treatment plan/program.
4. Performs various tests as assigned such as Berg Balance, Timed Up and Go (TUG), six-minute walk test and speech language screening. Records and reports relevant data for interpretation by the therapist.
5. Prepares and applies therapeutic treatment modalities as assigned such as transcutaneous electrical stimulation (TENS), neuromuscular electrical stimulation (NMES), hot packs, ice, and wax treatments.
6. Provides functional skills training to patients/residents and families in activities of daily living, mobility, and communication; demonstrates the use of assistive devices. Assists with power and manual wheelchair mobility training.
7. Assists in the fabrication and modifications of splints, seating and exercise devices, mobility and assistive devices. Sets up and adapts equipment such as changing wheelchair backs and adjusting wheelchair height.
8. Maintains therapy equipment and supplies by methods such as cleaning equipment and maintaining inventories; provides input regarding purchase of new equipment and supplies, general maintenance and repair of equipment.
9. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Completion of a Rehabilitation Assistant Program or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care

Class Series: Social Service Assistants

Grid: 22

Class Title: Social Service Assistant I

I. Level Definition

Under the general supervision of a senior position such as Social Worker, Registered Nurse or Social Service Assistant III, positions at this level provide support services in the admission and discharge of patients/residents/clients and provide on-going social services.

II. Typical Duties

1. Interviews patients/residents/clients having financial and/or social difficulties, obtains additional information as required from a variety of sources such as family and nursing staff, refers patients/residents/clients and/or family to a Social Worker and/or other appropriate community resources as required.
2. Provides support services in the admission and discharge of patients/residents/clients such as providing orientation to the facility/program and its services, arranging for placement in alternative facilities/programs, arranging in-home assistance, advising families and community agencies of the discharge and making travel and other arrangements.
3. Provides practical services to patients/residents/clients such as transportation, escort or appointment arrangement, completing registration forms for community activities and obtaining the necessary consent; supports and assists patients/residents/clients to identify additional needs.
4. Co-ordinates patient's/resident's/client's financial arrangements, including bank deposits, comfort allowances, collecting co-insurance charges and updating medical plans.
5. Responds to general inquiries, refers callers to internal and external resources such as health teams, physicians, community and government agencies.
6. Completes and maintains related records and reports such as checklists, housing applications, and statistics.
7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized Social Services Worker certificate program or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care

Class Series: Nursing Assistants Technical

Grid: 30

Class Title: Orthopaedic Technologist

I. Level Definition

Under the direction of a physician, provides orthopaedic care by assessing and evaluating patient condition, reviewing x-rays, applying casts and splints, and removing pins and sutures; sets up traction equipment and performs related orthopaedic duties.

II. Typical Duties

1. Assesses and evaluates patient condition and reviews x-rays to confirm plan of care; reports observations and communicates concerns and/or changes to patient's condition and progress to physician; implements additional orders as directed by physician.
2. Applies, modifies, adjusts and/or removes splints and casts using a variety of techniques and materials; manipulates fractures; moulds cast to specification.
3. Performs dressing changes, removal of sutures, staples, pins and wires; provides wound care as directed by physician.
4. Sets up traction, instructs patients on the use of traction equipment, monitors equipment and makes adjustments.
5. Documents procedures and follow-up care as per established guidelines.
6. Provides instruction and advice to patients and family on cast and skin care; determines patient and family follow-up needs; arranges for follow-up care as required.
7. Maintains established inventory of equipment, devices and materials. Assists with the evaluation of new equipment and supplies.
8. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Completion of recognized training in Orthopaedic Technology, current registration with the Canadian Society of Orthopaedic Technologists plus two years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical

Class Series: ECG Technicians

Grid: 15

Class Title: ECG Assistant

I. Level Definition

Positions at this level perform inpatient and/or outpatient Electro Cardiogram (ECG) testing and perform routine equipment maintenance.

II. Typical Duties

1. Explains procedures to prepare patients for ECG and related tests and answers questions; obtains patient information and enters data into the operating system; performs ECG testing by attaching electrodes to the patient and operating equipment according to standard procedures.
2. Monitors ECG test for artifacts and other anomalies and readjusts electrodes or patient position to ensure accurate test results are obtained.
3. Reviews ECG printout as per established guidelines and notifies ordering physician or other medical staff as required; transmits test results for interpretation by medical staff.
4. Explains procedures for holter monitoring testing; attaches and removes monitor. May assist a Registered Technician or Technologist in performing duties such as operating ECG equipment during stress testing and related procedures.
5. Performs related clerical duties such as filing, typing, booking appointments and answering telephones.
6. Performs routine maintenance on equipment such as cleaning and replacing items such as paper rolls, clips and lead wires.
7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 plus one year's recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to type.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical

Class Series: Ophthalmic Technicians

Grid: 23

Class Title: Ophthalmic Technician I

I. Level Definition

Positions at this level perform diagnostic ophthalmic tests and assessment procedures, basic fundus and external photography, and provide test and treatment information for interpretation by medical staff.

II. Typical Duties

1. Performs diagnostic visual tests such as basic Goldman field tests, automated perimetry and diurnal curve studies following related procedures; analyzes, records and reports relevant data for interpretation by medical staff.
2. Performs tonometry for glaucoma, using a variety of instruments, to determine intraocular pressure.
3. Carries out a variety of tests such as macular function studies, external ophthalmic photography and basic fundus photography such as single image posterior pole photography.
4. Administers eye drops as required, monitors pupil dilation and patient status; reports adverse reactions to designated nurse or physician.
5. Explains procedures to patients for a variety of diagnostic ophthalmic tests and assessment procedures and answers related questions.
6. Maintains equipment by cleaning, lubricating and replacing items such as lenses, bulbs and fuses.
7. Demonstrates ophthalmic testing procedures and operation of related equipment as required.
8. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized program in ophthalmic technology or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical
Grid: 33

Class Series: Ophthalmic Technicians
Class Title: Ophthalmic Technician III

I. Level Definition

Positions at this level spend the majority of the time overseeing the Ophthalmic service by supervising designated Ophthalmic Technicians and performing related administrative duties.

II. Typical Duties

1. Monitors Ophthalmic service expenditures, makes recommendations regarding budget for assigned area, and evaluates and selects equipment and supplies.
2. Oversees and updates Ophthalmic service standards and procedures; ensures safety practices are adhered to.
3. Supervises Ophthalmic Technicians and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
4. Oversees and monitors quality control program within the Ophthalmic Service.
5. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized program in ophthalmic technology, plus three year's recent, related experience including one year in a supervisory capacity or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical

Class Series: Pathology Attendants

Grid: 26

Class Title: Pathology Attendant I

I. Level Definition

Under the direction of the Pathologist, positions at this level prepare cadavers for autopsy and perform autopsy procedures.

II. Typical Duties

1. Prepares for autopsy by performing duties such as preparing cadaver, setting out and sterilizing equipment and supplies and ensuring that signed permission for autopsy and identity of cadaver are matched.
2. Under the close supervision of the Pathologist, performs autopsy procedures such as reviewing cadaver prior to autopsy, reporting observations, dissecting and eviscerating cadaver.
3. Assists Pathologist with dissecting of specimens/organs during autopsy.
4. Identifies and cuts selected autopsy specimens/organs, performs gross examinations of selected specimens and dictates gross descriptions.
5. Prepares and preserves specimens/organs as directed; replaces organs and sews up cadaver.
6. Receives, labels, delivers, stores and discards specimens/organs as directed.
7. Assists Pathologist with forensic and academic work by performing duties such as obtaining toxicology samples as per established guidelines, ensuring integrity of evidence and preserving specimens for research.
8. Maintains records of morgue admissions, discharge and autopsies performed; lists cadaver clothing and valuables and transfers for safe keeping.
9. Makes arrangements for and prepares relatives to view bodies; prepares body for viewing.
10. Maintains morgue supplies and equipment as required.
11. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, completion of anatomy courses plus one year's recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical
Grid: 31

Class Series: Pathology Attendants
Class Title: Pathology Attendant II (Tissue Bank)

I. Level Definition

Positions at this level harvest, store and dispense skin tissue.

II. Typical Duties

1. Reviews case records to identify potential donors.
2. Takes samples of skin and blood from cadaver for testing.
3. Harvests skin tissue from cadaver.
4. Prepares, trims and lays out harvested tissue; applies solutions, wraps, packages and freezes tissue.
5. Maintains inventory of harvested tissue and dispenses as requisitioned; controls the thawing process.
6. Maintains stocks of equipment and supplies and quality control records.
7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, completion of anatomy courses plus two years' recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical

Class Series: Pathology Attendants

Grid: 31

Class Title: Pathology Attendant II (Supervisor)

I. Level Definition

Under the direction of the Pathologist, positions at this level prepare cadavers for autopsy, perform autopsy procedures and supervise Pathology Attendants I.

II. Typical Duties

1. Supervises Pathology Attendants I and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Prepares for autopsy by performing duties such as preparing cadaver, setting out and sterilizing equipment and supplies and ensuring that signed permission for autopsy and identity of cadaver are matched.
3. Under the close supervision of the Pathologist, performs autopsy procedures such as reviewing cadaver prior to autopsy, reporting observations, dissecting and eviscerating cadaver.
4. Assists Pathologist with dissecting of specimens/organs during autopsy.
5. Identifies and cuts selected autopsy specimens/organs, performs gross examinations of selected specimens and dictates gross descriptions.
6. Prepares and preserves specimens/organs as directed; replaces organs and sews up cadaver.
7. Receives, labels, delivers, stores and discards specimens/organs as directed.
8. Assists Pathologist with forensic and academic work by performing duties such as obtaining toxicology samples as per established guidelines, ensuring integrity of evidence and preserving specimens for research.
9. Maintains records of morgue admissions, discharge and autopsies performed; lists cadaver clothing and valuables and transfers for safe keeping.
10. Makes arrangements for and prepares relatives to view bodies; prepares body for viewing.
11. Maintains morgue supplies and equipment as required.
12. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, completion of anatomy courses plus two years' recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical

Class Series: Pathology Attendants

Grid: 35

Class Title: Pathology Attendant III

I. Level Definition

Positions at this level perform autopsies according to standard procedures, oversee the operation of the autopsy service and/or supervise Pathology Attendant II's.

II. Typical Duties

1. Prepares cadavers for autopsy; performs autopsies according to standard procedures as assigned by Pathologist; replaces organs after autopsy and sews up cadaver.
2. Supervises Pathology Attendant II's and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
3. Oversees and updates standards and procedures for assigned area; ensures safety practices and procedures are adhered to.
4. Ensures maintenance of morgue supplies and equipment.
5. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, completion of anatomy courses plus three years' recent related experience including one year in a supervisory capacity or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical

Class Series: Perfusionists

Grid: 25

Class Title: Perfusionist Assistant

I. Level Definition

Positions at this level perform Perfusion procedures under the close supervision of a Perfusionist.

II. Typical Duties

1. Assemble, set up and disassemble heart-lung perfusion equipment and oxygen therapy equipment, such as coronary perfusion pumps, intra-aortic balloon pumps, cardiac monitoring systems and respirators for surgery and post anesthetic recovery.
2. Assists the Perfusionist to operate and maintain heart-lung perfusion equipment and oxygen therapy equipment such as coronary perfusion pumps, intra-aortic balloon pumps, cardiac monitoring systems and respirators for surgery and post anesthetic recovery.
3. Assists the Perfusionist during surgery to monitor pressures such as venous return and arterial infusion of oxygenated blood; interpret blood gas analysis and adjusts flow and pressure as required; calibrates and monitors blood gas analyzer.
4. Charts and records procedures as required.
5. Clean, maintain and repair heart-lung perfusion equipment, oxygen therapy equipment and other related equipment; maintains supplies.
6. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized Biomedical Technology or Respiratory Technology Program or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Index #

JOB FAMILY: STORES

CLASS SERIES: STORES

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FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Stores

Class Series: Stores

Grid: 10

Class Title: Stores Attendant II

I. Level Definition

Positions at this level perform a variety of stores duties such as stocking storage locations, filling requisitions, transporting supplies/goods and maintaining related records.

II. Typical Duties

1. Unloads and unpacks stock, equipment and material; matches to requisitions, identifies and records discrepancies; sorts and places articles in appropriate area.
2. Fills requisitions by picking, assembling and delivering supplies/goods.
3. Transports stock and materials to all areas of the facility/site.
4. Rotates stock and checks for expiry date.
5. Counts and replenishes stock based on established minimum/maximum levels; makes adjustments to stock items as per established guidelines; makes recommendations for changes to inventory items and/or levels.
6. Performs physical inventory counts.
7. Keeps assigned stores area and goods/supplies in a clean and tidy condition.
8. Completes related forms and maintains records.
9. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 plus six months recent related experience, or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Stores

Class Series: Stores

Grid: 12

Class Title: Stores Attendant III

I. Level Definition

Positions at this level perform a variety of stores duties such as shipping and receiving, filling requisitions, unpacking, checking, storing and distributing supplies/goods.

AND/OR

Positions at this level are in charge of the stores function in an extended care or long term care facility of less than 200 beds or a stores sub-unit such as food services, maintenance or pharmacy and perform related stores duties.

II. Typical Duties

1. Receives, unpacks and checks incoming materials from suppliers, ensures that supplies/goods are delivered as per specifications and completes related paper work such as signing delivery slips.
2. Checks invoices against orders and supplies/goods received and resolves discrepancies with suppliers and/or departments.
3. Assembles, issues, delivers and ships supplies/goods from requisition requests received and records for charging to appropriate area.
4. Identifies and returns damaged or spoiled goods to suppliers; arranges for delivery and return of loan and return items; completes appropriate documentation.

AND/OR

5. Is in charge of the stores function in an extended care or long term care facility of less than 200 beds or a stores sub-unit; maintains inventory records and counts, advises when established re-order points are reached and makes recommendations for changes to stock items and minimum/maximum levels to others as required.
6. Maintains records and provides information regarding stores activities; ensures correct coding on stock items; maintains security measures.
7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 plus one year's recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Stores

Class Series: Stores

Grid: 15

Class Title: Stores Attendant IV

I. Level Definition

Positions at this level are in charge of the stores function in an acute care facility, or extended care or long term care facility of 200 beds or more, and/or supervise designated staff.

II. Typical Duties

1. Is in charge of the stores function in an acute care facility or extended care or long term care facility of 200 beds or more. Maintains inventory records and counts, advises when established re-order points are reached and makes recommendations for changes to stock items and minimum/maximum levels to others as required.
2. Maintains records and provides information regarding stores activities; ensures correct coding on stock items; maintains security measures.
3. Liaises with departments and/or centralized stores regarding discrepancies, work flows, and other stores activities.
4. Supervises designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
5. Receives, unpacks and checks incoming materials from suppliers, ensures that goods are delivered as per specifications and completes related paperwork such as signing delivery slips.
6. Check invoices against orders and goods/supplies received and resolves discrepancies with suppliers and/or departments.
7. Assembles, issues, delivers and ships goods/supplies from requisition requests received and records for charging to appropriate area.
8. Identifies and returns damaged or spoiled goods to suppliers; arranges for delivery and return of loan and return items; completes appropriate documentation.
9. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 plus two years' recent, related experience, with six months supervisory experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.
- (vi) Ability to supervise.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Stores

Class Series: Stores

Grid: 15

Class Title: Stores Attendant IV (Receiver)

I. Level Definition

Positions at this level are responsible for the Receiving function in a large facility or tertiary referral centre who by the nature of the work directs the work flow of other employees.

II. Typical Duties

1. Is responsible for the Receiving function in a large facility or tertiary referral centre. Maintains inventory records and counts; advises when established re-order points are reached and makes recommendations for changes to stock items and minimum/maximum levels to others as required.
2. Maintains records and provides information regarding stores activities.
3. Provides work direction to others to ensure goods/supplies are received by the appropriate area/department.
4. Liaises with departments and/or centralized stores regarding discrepancies, work flows, and other stores activities.
5. Receives, unpacks and checks incoming materials from suppliers, ensures that goods are delivered as per specifications and completes related paperwork such as signing delivery slips.
6. Check invoices against orders and goods/supplies received and resolves discrepancies with suppliers and/or departments.
7. Assembles, issues, delivers and ships goods/supplies from requisition requests received and records for charging to appropriate area.
8. Identifies and returns damaged or spoiled goods to suppliers; arranges for delivery and return of loan and return items; completes appropriate documentation.
9. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 plus two years' recent, related experience, with six months receiving experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Stores

Class Series: Stores

Grid: 19

Class Title: Stores Attendant V (Supervisor)

I. Level Definition

Positions at this level are in charge of the stores function in an acute referral and/or tertiary facility, and/or at multiple acute/long term care sites and supervise designated staff.

OR

Positions at this level oversee one or more stores activities such as shipping, receiving, distribution, and transport in a centralized stores/warehouse and supervise designated staff.

II. Typical Duties

1. In charge of the stores function in an acute care and/or tertiary facility, and/or at multiple acute/long term care sites, or oversee one or more stores activities in a centralized stores/warehouse. Liaises with various facilities/sites and departments regarding discrepancies, work flow, and other stores related activities.
2. Supervises Stores Attendants and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance, and determining related training and orientation requirements.
3. Ensures compliance with policies and procedures; provides input regarding budget items and expenditures for assigned area, oversees and updates standards and procedures.
4. Provides input to the Manager regarding the planning and implementation of new stores systems and services.
5. Maintains inventory records and counts; advises when established re-order points are reached and makes recommendations for changes to stock items and minimum/maximum levels to others as required; liaises with the inventory analyst and others to monitor inventory utilization.
6. Plans and coordinates physical inventory checks and cycle counts as required.
7. Maintains security and safety standards as per established guidelines.
8. Maintains related records and statistics as required.
9. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 plus three years' recent, related experience including one year in a supervisory capacity or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Technical

Class Series: Business Office

Grid: 34

Class Title: Accounting Supervisor

I. Level Definition

Positions at this level spend the majority of the time overseeing designated accounting functions by supervising designated employees and performing administrative duties.

II. Typical Duties

1. Supervises designated employees by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Monitors expenditures of a designated accounting area and makes recommendations regarding budget for assigned area; evaluates equipment such as computer software and hardware and makes recommendations regarding the purchase.
3. Directs the maintenance of designated accounting records, journals and ledgers; authorizes journal vouchers and cheque requisitions.
4. Maintains accounting system application modules by recommending changes and enhancements; investigating and resolving problems; referring problems as required; provides user support for related applications.
5. Monitors and ensures adherence to department policies and procedures; develops, implements and revises procedures.
6. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, successful completion of the fourth level of the CGA or CMA program, three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Technical

Class Series: Business Office

Grid: 34

Class Title: Accountant I

I. Level Definition

Positions at this level take charge of the accounting function in a small facility by maintaining all accounting records for the organization; producing all financial, accounting and related statistical statements and reports and may supervise designated employees.

II. Typical Duties

1. Establishes and revises accounting systems; recommends policies and develops operating procedures; reviews accounting procedures such as method of recording pre-payments, accruals, and depreciations; and implements changes.
2. Maintains records of all financial transactions in accordance with organizational policy, auditing and governmental requirements. Prepares documentation such as general ledger trial balances, year-end working papers and supporting schedules such as depreciation schedules; from this documentation completes the facility financial statements such as the statement of operations and the balance sheet and prepares reports for internal and external stakeholders such as government and auditors.
3. Prepares or authorizes designated journal vouchers as required such as those involving expenditures of funds; authorizes cheque requisitions.
4. Performs accounting analyses such as cost analysis, cash flow analysis, budget variances and prepares related reports.
5. Manages cash resources by means such as term deposits and short term loans.
6. Assists administration in preparing facility budget by providing information such as labor and supply costs; monitors budget by comparing actual expenditures to budget amounts and identifying, investigating and reporting on variances.
7. Supervises designated employees by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
8. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, successful completion of the fourth level of the CMA or CGA program, three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Technical

Class Series: Business Office

Grid: 39

Class Title: Accountant II

I. Level Definition

Positions at this level perform advanced accounting work at the professional accountant level; this involves directing the accounting systems in a large facility/organization by completing and interpreting the financial statements and reports and/or coordinating the preparation of the facility budget. May supervise designated staff.

II. Typical Duties

1. Directs the preparation of documentation such as general ledger trial balances, year-end working papers and supporting schedules such as depreciation schedules; from this documentation completes the facility/organization financial and statistical statements and reports such as the statement of operation and the balance sheet; prepares analyses and interpretations of such statements and prepares related reports for internal and external stakeholders such as government and auditors.
2. Coordinates the preparation of the facility/organization budget by setting up budget completion schedule, providing information such as previous year's budget amounts and how to complete forms to department heads, reviewing proposed departmental budgets to ensure completion of information according to guidelines. Compares proposed department budgets to previous year's budgets; identifies variances, reviews with department heads and prepares related reports.
3. Monitors the facility/organization budget by comparing actual expenditures to budgeted amounts and identifying and investigating variances; prepares variance analysis and other related reports such as expense reports to advise departments of budget status.
4. Establishes and revises accounting systems; recommends policies and develops operating procedures; reviews accounting procedures such as method of recording pre-payments, accruals, and depreciation and implements changes; ensures compliance with established guidelines/standards.
5. Supervises designated employees by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
6. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduate of a recognized accounting program such as the CMA, CGA, CA, five years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.