



CENTER SUPPORT WORKER

JOB DEFINITION WORKSHEET



Name: _____

Location: _____

Sheet 1 of 4

Responsibility: Provides support in the Center

Task	Standards	Target/Expectation	Authority / Decision Level
1. Center Good Will Ambassador	<ul style="list-style-type: none"> ▪ Smiles and is friendly ▪ Keeps smiling no matter what “She’s the best !” ▪ Keeps the nurses smiling and cheerful ▪ Always knows when something is wrong with nurses 		
2. Maintains medical equipment	<ul style="list-style-type: none"> ▪ Sterilizes equipment ▪ Lubricates instruments ▪ Cleans equipment ▪ Maintains and reports O2 ▪ Conducts a monthly O₂ count ▪ Maintains XRay and processing equipment ▪ Maintains Center vehicle 		
3. Orders, stocks & maintains center supplies	<ul style="list-style-type: none"> ▪ Purchases goods from Northern and local stores ▪ Restocks ▪ Puts away drug orders ▪ Packs Lab work ▪ Retrieves all supplies from cold/warm storage ▪ Assist with ordering cleaning and paper supplies ▪ Supervises unloading of barge 		
4. Provides transport & delivery	<ul style="list-style-type: none"> ▪ Brings Lab work and blood to cargo ▪ Brings Health Center staff to/from airport ▪ Brings nurses CHR and CSW to homes for visits ▪ Brings patients to/from Health center ▪ Delivers messages, equipment and supplies to patients ▪ Picks up and delivers mail to Post Office ▪ Runs errands ▪ Assists with medivacs 		



Name: _____ **Location:** _____ **Sheet 2 of 4**

Responsibility: Provides support to clerk and receptionist

Task	Standards	Target / Expectation	Authority / Decision Level
1. Provides interpreting and translation services	<ul style="list-style-type: none">▪ Interprets and translates medical procedures for patients▪ Translates for patients and staff during clinics and home visits		
2. Files	<ul style="list-style-type: none">▪ Finds patient files and re-files after use▪ Filing lab reports and other reports in patient files after review of supervisor		
3. Answers telephones	<ul style="list-style-type: none">▪ Answers telephones and relays messages to appropriate staff▪ Contacts clients for appointments with nurses, physicians and visiting specialists▪ Receives patients and visitors in courteous manner		
4. Assists to co-ordinate reception area	<ul style="list-style-type: none">▪		
5. Administrates the Coffee Fund	<ul style="list-style-type: none">▪		
6. Provides secretarial services	<ul style="list-style-type: none">▪ Types forms, memos, labels as required		
7. Assists in recruiting replacement staff	<ul style="list-style-type: none">▪		



Name: _____ **Location:** _____ **Sheet 3 of 4**

Responsibility: Provides support to professional staff

Task	Standards	Target / Expectation	Authority / Decision Level
1. Takes and develops X-rays	<ul style="list-style-type: none"> ▪ Maintains X-ray filing system 		
2. Takes blood samples from patient	<ul style="list-style-type: none"> ▪ Follows lay procedure established at Stanton ▪ Completes lab forms, labels specimens jars and prepares specimens for mailing ▪ Arranges for the shipment and equipment to health centers via air cargo 		

Name: _____ **Location:** _____ **Sheet 4 of 4**

Responsibility: Performs cleaning and janitorial duties

Task	Standards	Target / Expectation	Authority / Decision Level
1. Cleans emergency room after patient is done	<ul style="list-style-type: none"> ▪ 		
2. Assists to ensure contracted cleaners are doing a good job	<ul style="list-style-type: none"> ▪ Laundry is washed properly ▪ Nurses offices are cleaned ▪ Floors are swept and mopped ▪ Garbage cans are emptied ▪ Garbage is brought to dump and burned ▪ Snow is shoveled 		



Kitikmeot Regional Health And Social Services

H&SS Center Support