 POSITION DESCRIPTION

# Position Title: xxx

# Department: xxx

# Classification: This is found in the CA

# Union: What union it belongs to

# Approved by: xxx

**Date approved**: **yyyy/mmm/dd**

# REPORTING RELATIONSHIPS

## Position reports to: xxx

## Positions supervised: xxx

# POSITION PURPOSE

Brief summary of position.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

# ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

These 3 bullets should be the last 3 bullets included under this section:

* Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
* Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
* Performs other duties as assigned.

*Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.*

# PERFORMANCE MEASUREMENTS

1. To be defined

# QUALIFICATIONS

## Education/Certification: xxx

## Knowledge required: (for example: Employment Standards Code, Any Legislation)

## Experience required: (There should be no range of experience just a minimum, for example: Minimum (#) years recent experience)

## Skills/Competencies/Conditions of employment: (Normally Skills and Competencies should have the words “demonstrated ability” in front of each point. The following bullets should be the last bullets included under this section)

* Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
* Proficiency of both official languages is essential for target and designated bilingual positions
* Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
* Demonstrated ability to meet the physical and mental demands of the job
* Good work and attendance record
* Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
* All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
* Requires a valid Class 5 driver’s license, an all purpose insured vehicle and liability insurance of at least $1,000,000

# WORK CONDITIONS

* No hazardous or significantly unpleasant conditions
* May work occasionally evenings and weekends as necessary
* Will be required to travel to other regional facilities as the position duties may require

# SALARY SCALE

As per (Whichever above noted) Collective Agreement

Should this be an out of scope position, the salary scale would then be confidential

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*