



Provincial Job Description

TITLE:
(108) Mail Porter

PAY BAND:
2

FOR FACILITY USE:

SUMMARY OF DUTIES:

Sorts and processes mail. Delivers mail and supplies throughout the facility.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Sorts Mail and Parcels

- ◆ Processes interdepartmental mail/parcels.
- ◆ Processes patient mail.
- ◆ Sorts and files mail for delivery to appropriate areas and departments.
- ◆ Meters mail (weigh, process for delivery).
- ◆ Opens, sorts, forwards and files invoices and statements.

B. Distributes / Delivers Mail and Parcels

- ◆ Delivers mail and parcels.
- ◆ Delivers and redirects patient mail and parcels.

C. Related Key Work Activities

- ◆ Porters specimens, pharmacy supplies, x-rays, health records and instruments.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Maintains mail machine.
- ◆ Cleaning mail room.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: January 15, 2020