


Job Evaluation Rating Document

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|  | Job Title <u>Fitting Aide Clerk</u> Date <u>October, 2000</u> Revised Date <u>2004; January 11, 2017</u> Revised Date <u>May 16, 2024</u> | Code <u>168</u> |
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| Decision Making Follows clearly prescribed practices when measuring and fitting braces for clients and when coding/processing requisitions for billing purposes. Makes minor decisions from limited alternatives when adjusting braces. Uses discretion when fitting braces/compression garments. | Degree <u>2.5</u> |
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| Education Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours). | Degree <u>3.5</u> |
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| Experience No previous experience. Twelve (12) months on the job to complete vendor training/registered fitter courses, to consolidate office and fitting/modifying skills and to become familiar with various fitting supplies and with department policies and procedures. | Degree <u>4.0</u> |
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| Independent Judgement Performs tasks involving general office duties according to standard practices or established procedures. Resolves minor operating problems when fitting and modifying braces to accommodate clients. Direction is sought when issues are not within the parameters of the job. | Degree <u>3.0</u> |
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| Working Relationships Requires tact and discretion when instructing clients on the application, care and cleaning of braces. Contact with clients and families are often difficult, specialized or emotionally charged. | Degree <u>4.0</u> |
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Fitting Aide Clerk

Code

168

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| <p>Impact of Action</p> <p>Misjudgement in fitting braces/compression garments may cause serious discomfort to clients. Inaccurate records can lead to billing errors.</p> | <p>Degree</p> <p>2.5</p> |
| <p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p> | <p>Degree</p> <p>1.0</p> |
| <p>Physical Demands</p> <p>Regular cumulative physical effort operating computers, assisting/portering clients. Accurate hand-eye coordination is required when fitting/shaping braces.</p> | <p>Degree</p> <p>2.0</p> |
| <p>Sensory Demands</p> <p>Regular sensory effort operating computer, fitting braces/compression garments, listening to and observing clients.</p> | <p>Degree</p> <p>2.0</p> |
| <p>Environment</p> <p>Occasional exposure to major disagreeable conditions such as blood and body fluids, chemicals and unpredictable weights.</p> | <p>Degree</p> <p>3.0</p> |