

Class No.:	
Original Date:	May 1992
Revision Date:	March 2024 (minor)
Pay Group:	12

CLASS SPECIFICATION

HEALTH CLASSROOM EQUIPMENT ASSISTANT

NATURE AND SCOPE OF WORK

An incumbent in this position is primarily responsible for the preparation of materials and equipment for classroom demonstrations and for the care and maintenance of same. Duties include preparing, maintaining and repairing classroom equipment or supplies, equipment demonstration and inventory control. This position typically reports to a Coordinator.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Prepares classroom materials and equipment prior to the start of the health course at both the North Vancouver and Sechelt program sites, as appropriate. Examples of equipment include bedding, catheter drainage bags, wheelchairs, and walkers.
- Cleans, checks, sets-up, repairs, maintains, and stores a variety of supplies and equipment in the health classroom.
- Maintains organization and cleanliness of health classroom, including the washing and folding of linens.
- Orders and maintains health classroom inventory, including maintenance records for warranty purposes and other record keeping at both the North Vancouver and Sechelt sites.
- Operates and demonstrates the safe methods of equipment use, as established in the classroom orientation. Additional training will be provided depending on the equipment and the skill level of the incumbent.
- Selects and gathers supplies and prepares equipment prior to each class session, in accordance with Health Care Assistant and Rehab Assistant student curriculum.
- Assists in health classroom demonstrations if required, as determined by the instructor.
- Assists and advises students with non-technical problems and supports the learning activities of students in the program, in collaboration with the instructor.
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of occupational hazards and precautionary measures relative to health classroom
- Working knowledge of the theory and practice in a health focused classroom, including materials, equipment, appliances (washer/dryer), procedures and practices.
- Ability to assemble health classroom equipment for demonstrations.
- Ability to understand and follow oral and written instructions.
- Ability to perform work accurately and promptly.
- Ability to establish and maintain effective working relationships with other employees, instructors and students.
- Ability to keep accurate records.
- Ability to assist students in non-instructional matters.
- Ability to communicate non-technical information successfully.
- Physical ability to maintain, check, clean appliances, facilities and equipment, and make minor repairs.
- Skill in the use of small hand tools.
- Skill in installing related equipment.

REQUIRED TRAINING AND EXPERIENCE

- Completion of Grade 12 including or supplemented by some formal training in the subject field.
- One year of work experience in the subject matter or combination of work and experience.

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- None.