



Lab Assistant - HHS

Continuing Care

School of Health and Human Services

Job Posting: U17-102 **Closing Date:** July 18, 2017
Position Type: Part-time / Term **Location:** Lansdowne Campus
Start Date: September 8, 2017 **End Date:** May 26, 2018
Schedule: Saturday; 12:00 pm – 4:00 pm (4 hrs/week)
Pay Grade 3; \$20.43 to \$21.77 per hour,
Salary: Plus
• one additional hour of pay per shift to all regularly scheduled work on Saturday and Sunday

New

Note: This position will be supporting the part-time Home Care Assistant program.

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

GENERAL STATEMENT

Under the supervision of the Chair, with clearly defined procedures, and working with the department faculty, the Lab Assistant is responsible for the set up and maintenance of the applicable laboratory and associated storage spaces.

*Note: departments/programs this position supports include: Health Care Assistant Program in Continuing Care, Community Support & Education Assistant Program in CFCS

TYPICAL DUTIES

- Ensures that the practice areas are tidy and adequately prepared for instruction and practice for all scheduled lab classes;
- Organizes and labels lab equipment and supplies in order to make them easily accessible;
- Maintains adequate linen supplies, including doing basic laundry when required;
- Conducts regular cleaning of lab equipment;
- Maintains or arranges maintenance of equipment as required;
- Responds to students' questions relating to lab set up/supplies or lab skills/activities such as 'case studies';
- Informs faculty when a student is having difficulty in the lab;
- Assists students during lab by providing guidance; reinforcing instruction; and providing general feedback;
- Collaborates with faculty to determine inventory needs;
- Collaborates with department secretary and Chair in ordering supplies;
- Assists in determining ongoing equipment needs;
- Maintains an inventory list for all lab supplies and equipment;
- Performs other duties similar in scope and complexity.

QUALIFICATIONS

Completion of an applicable Health Care Assistant program and 1 year of experience, or equivalent combination of education and experience. Must possess the ability to perform physical activities such as pushing, pulling, lifting and carrying moderately heavy equipment and/or items. Must be well organized, work as a team member and must be able to relate well with the public, students and college staff.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

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