

CSR Aide

Full Time

Department: Central Processing Department

Reports To: Patient Care Manager

Job Summary:

The CSR Aide is responsible for the overall functions of the Central Processing Department and maintaining current standards within the department. The CSR Aide is responsible to perform a range of duties to include cleaning and processing of instruments and supplies, amongst other required tasks.

Qualifications:

- Minimum Grade 12 or GED required
- Must be MDRAO Certified (Medical Device Reprocessing Association of Ontario)
- Minimum one year experience, preferred
- Must be reliable, team-player
- Good interpersonal and organizational skills

Job Duties:

- Clean, disinfect, sterilize instruments and equipment
- Set up instrument trays and linen packs for autoclaving
- Ensure stock level of OR/CPD supplies, instruments, etc.
- Distribute sterile supplies to nursing floor, maternity, OPD
- Daily and weekly monitoring of autoclave, OR fridge, expiration dates
- Other duties as assigned
- Regular and sustained attendance is essential for this position
- Must be physically capable of performing duties of the position.

Salary: \$21.53 – \$23.33
Benefits in accordance with the CUPE Collective Agreement

Closing Date: When filled.

Submit Application To: Human Resources Recruitment
Box 909, Sioux Lookout, On P8T 1B4
(807) 737-3030, Email: careers@slmhc.on.ca, Fax: (807) 737-6263

Competition No. NF 50/19
Please quote on your application.

Visit our website: www.slmhc.on.ca for more information.

Only those candidates selected for an interview will be contacted, we thank all others for their interest. An acceptable criminal reference check and immunization records will be required from the successful candidate. Upon request, accommodations due to a disability are available throughout the selection process. SLMHC is an equal opportunity employer and a scent-free facility.



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