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| **Title of Position** | Lab Assistant – Respiratory Therapy |
| **Department** | Health and Community Services |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1. Assist with the filing, sorting, organizing, retrieving and disposal of various documents
2. Assist with daily cleaning and maintenance of classroom and/or lab space and equipment (cleaning, organizing, servicing, inventory and sign out of equipment)

3.01 Assist with health and safety observations, ensuring requirements are being met and maintained (PPE, proper machine and/or equipment function etc..)

3.02 Assist with classroom set-up and/or lab preparation and closing procedures

3.03 Assist with preparation and organization of classroom supplies and materials

3.04 Log student attendance

3.08 Monitor and record mechanical system readings

4.00 Assist with project related work as required

5.00 Assist with routine maintenance and cleaning tasks as required

5.01 Assist with loading/unloading of supplies and materials

5.02 Manual labour requiring the use of basic tools and equipment and lifting up to 30Ibs

10.00 Other duties as required

**Qualifications**

-Enrolled in a related program of study (upper level semester student)

-Good verbal and written communication skills

-Good human relations and interpersonal skills

-Ability to work with and maintain confidential records

-Good organizational skills, with the ability to multi-task

-Ability to follow verbal and written instructions, seeking advice from manager/leader as required

-Ability to communicate effectively and function as a team player

-Demonstrated attention to detail

-Familiarity and experience in a respiratory therapy lab with procedures and protocols.

- Respiratory Therapy uniform is required