

EXTERNAL VACANCY

DEPARTMENT:	PATIENT DISTRIBUTION
POSITION:	THREE (3) TEMPORARY PART TIME PATIENT DISTRIBUTION ATTENDANTS (SUMMER RELIEF)
SITE:	NBRHC – NORTH BAY
HOURS:	DAYS, EVENINGS, NIGHTS, AND WEEKENDS
SALARY:	\$26.472 (Min.) - \$27.405 (Max.)

Pay rate, benefits and other terms and conditions are as per the CUPE (Local 139) Collective Agreement

JOB DESCRIPTION:

The Patient Distribution Attendant primary responsibilities include the transportation/portering of patients, equipment, supplies and MDRD supplies within the campus including acute and mental health on a scheduled and on demand basis.

Responding to stat requests as required, for patient transfers assisting the care giver with the transfer, equipment/furniture. To provide efficient and timely distribution of medical/surgical supplies/equipment, O.R. instrumentation/equipment and non-medical supplies and registered parcels.

QUALIFICATIONS

- Grade 12 Graduate or equivalent required
- Current Basic Life Support (BLS) for Health Care Providers (HCP) Certificate is required (recent within the last twelve months)
- Demonstrated experience with all methods of transportation and retrieval of patients and equipment (beds, stretchers, wheelchairs), including safe transport of equipment attached to beds, stretchers and wheelchairs (ie. IV pumps and poles, O2 tanks, etc.) and facilities supplies as required
- Must be able to complete office moves/relocation/set-up, furniture and equipment relocation and other Building Management requests as assigned
- Minimum 2 years' experience with hospital medical / surgical supplies and equipment (Stores, CPD) required
- Knowledge Microsoft Outlook is required
- Non-Violent Crisis Intervention required (training delivered by Health Centre upon hire)
- Knowledge of good body mechanics and their application is required
- Must be able to transport patients by wheelchair, stretcher or bed (8.0 kg to 25.0 kg push/pull force)
- Must be able to push or pull carts weighing from 8.2 kg to 47.1 kg for distances which can be greater than 800 ft at a time
- Must be able to assist with patient/or equipment transfers to and from wheelchairs, beds or stretchers (up to 28 kg pull force)
- Ability to occasionally handle equipment exceeding 50 kg (100 lb.) with assistance
- Must be able to pick up and deliver supplies and equipment (4.0 kg to 8.0 kg push/pull force & 1.0 kg to 12.0 kg lift/lower force)
- Completion of lift and transfer training specific to Patient Porter position is an asset
- Good organizational, interpersonal and communications skills required
- Must be able to provide switchboard break coverage as assigned
- Must be available for scheduled shifts and call-ins
- Must be able to work with minimal supervision
- Must demonstrate commitment to ensure their safety, the safety of fellow workers, patients, volunteers, and visitors
- Must support and contribute to a culture of safety and prevention of adverse health events in this organization
- Good attendance and work record is required
- Bilingualism (Advanced level English/French) is required. ***All unilingual candidates are encouraged to apply and may be considered if the identified French requirement has been met or there are no successful bilingual candidates. A formal French test will be conducted to evaluate the proficiency level.***

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

Interested candidates are asked to submit their cover letter and resume to:

careers@nbrhc.on.ca quoting file [CUPE C-24-092](#)

The posting will remain open until the positions are filled.

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

THE ORGANIZATION

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit www.nbrhc.on.ca

THE COMMUNITY

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and



balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit www.northbay.ca

NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.

The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

We are an equal opportunity employer. We thank all applicants for their interest.