
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Finance

Grid: 16

Class Title: Clerk IV (Sponsorship Clerk)

I. Level Definition

Positions at this level interview patients to determine financial responsibility and arrange for sponsorship by social agencies.

II. Typical Duties

1. Interviews inpatients, outpatients, parents or guardians to determine financial responsibility and financial assistance requirements.
2. Contacts social agencies to identify sponsorship responsibility and completes documentation.
3. Notifies areas such as government agencies, service organizations, lawyers, I.C.B.C. of sponsorship arrangements.
4. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 and two years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.