

## General support services

### Job Description

### Education



#### Food services worker

Duties may include serving meals and snacks, preparing vegetables and fruit, washing dishes and cleaning work areas. Must be in excellent physical health, capable of lifting, bending and standing for extended periods of time. May receive on-the-job training to become a cook.

- Minimum Grade 10
- Past experience is a benefit but training is provided on the job



#### Cook

Prepares food for customers and patients, usually in a hospital, cafeteria or home care setting. May have to modify meals to meet dietary needs. May oversee menu planning and supervise kitchen staff and ensure work areas meet health and safety regulations.

- Minimum Grade 10
- Training may be provided on the job but certification is preferred
- In Alberta, cooks can take a three-year trade certification. See [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca) for details.



#### Housekeeping

General tasks include cleaning, disinfecting, collection of waste and periodic washing of walls, ceilings, vents and windows. Must be physically fit and able to stand for long periods of time. May operate industrial cleaning equipment after on-the-job training is completed.

- Minimum Grade 10
- Training is provided on the job
- Alberta Hotel and Lodging Association offers an e-merit Housekeeping Room Attendant Certification. See [emerit.ca](http://emerit.ca) for details.

## Nursing and nursing support

### Job Description

### Education



#### Registered Nurse (RN)

Provides professional nursing services, delivers health education programs and provides consultative nursing services to promote, maintain and restore patient health. Work is in many settings, from intensive care to pediatrics, long term care, community health, occupational health, home care, maternity, geriatrics and more.

- Bachelor's degree in nursing is required for newly registered nurses.
- Keyano College ([keyano.ca](http://keyano.ca)) in Fort McMurray offers a four-year Bachelor of Science in Nursing degree.



#### Licensed Practical Nurse (LPN)

Provides direct patient care, such as IV insertions, charting and assisting patients. Works in a variety of settings including acute care, long term care, community health, primary care, education, occupational health and safety, public health and leadership.

- Completion of a two-year licensed practical nurse diploma is required.
- Keyano College in Fort McMurray offers a two-year Practical Nurse diploma.



#### Health Care Aide

Provides basic health services to seniors and people with medical conditions or developmental disabilities. Work is in hospitals, continuing care facilities and home care. Duties vary but could include providing assistance with bathing, dressing, transferring, feeding and simple medical care.

- Minimum Grade 10
- On-the-job training may be provided by employer while aide earns a Health Care Aide Certificate
- Keyano College in Fort McMurray offers a 20-week certificate program, with an option for distance delivery.

## Allied health

### Job Description

### Education



#### Rehabilitation therapists

These professionals help people overcome physical challenges and other disorders. Jobs in this field include physiotherapists, occupational therapists, speech language pathologists, audiologists, respiratory therapists and recreation therapist. See [alis.alberta.ca](http://alis.alberta.ca) for complete occupational profiles.

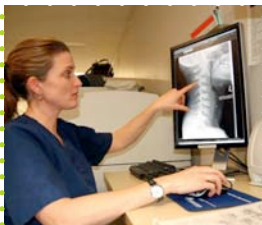
- Some positions require a two or three-year diploma, while other require a bachelor's degree (four years) or master's degree (six years)



#### Medical laboratory assistant

Performs clerical duties and tasks such as data entry and blood collection. Job duties for entry-level positions include answering phone calls, scheduling appointments and keeping records. With more training, assistants may sort tissue samples and specimens, collect blood samples and other lab work.

- Minimum high school diploma
- On-the-job training may be provided for entry-level position
- NAIT ([nait.ab.ca](http://nait.ab.ca)) in Edmonton offers a 20-week Medical Laboratory Assisting program



#### Combined laboratory and X-Ray technologist

Performs routine medical laboratory tests, general radiography and electrocardiograms. Sets up, cleans and maintains related equipment. Other tasks include taking blood, analyzing samples, explaining procedures to patients and clerical duties.

- NAIT in Edmonton offers a two-year Combined Laboratory and X-Ray Technology program

## Clerical

### Job Description

### Education



#### Unit clerk

Performs reception, clerical and administrative tasks at nursing stations on the units or wards of hospitals, continuing care centres and other medical facilities.

- Minimum high school diploma
- Training in medical terminology preferred
- Various post secondary schools in Alberta offer unit clerk training. See [alis.alberta.ca](http://alis.alberta.ca) for a list



#### Medical secretary

Supports doctors and health care workers by performing clerical tasks such as scheduling appointments, word processing, bookkeeping, filing and answering phones.

- Post-secondary certificate or diploma for administrative assistant or medical office assistant
- Various post secondary schools in Alberta offer unit clerk training. See [alis.alberta.ca](http://alis.alberta.ca) for a list