

# **CAREER PROFILES**

## Other Assisting Occupations in Support of Health Services:

**Assisting occupations in support of health services** includes workers who provide services and assistance to health care professionals and other health care staff.

## Wage/Salary Information:

\$34,400 is the median annual salary found in local job-postings.

\$17.70/hour is the median wage reported locally.

## **Commonly Listed Skills in Job Postings:**

- Inventory management
- Oral and written communication
- Customer service oriented
- Organizational skills
- Data entry
- Detail oriented
- Work independently
- Teamwork
- Microsoft Office
- Problem solving

- Time management
- Computer use
- Management
- Self-motivated
- Adaptability
- Interpersonal
- Leadership
- Bilingual
- Continuous learner
- Manual dexterity

#### **Job Duties:**

There are many different job duties for this group, due to the multiplicity of jobs available. Some job duties for specific jobs are as follows:

Orthopedic Technologists assist Orthopedic Surgeons in the treatment of orthopedic diseases and injuries by applying and adjusting casts, splints, bandages, and other orthopedic devices; assisting in the application, maintenance, and adjustment of traction equipment; cleaning and

dressing wounds; and removing casts, sutures, staples, and pins. They also instruct patients and their families and other health care professionals with respect to orthopedic matters.

Rehabilitation Assistants prepare and maintain equipment and supplies; assist in activities for the rehabilitation of patients as directed by health care professionals and may perform routine office functions.

Optical/ophthalmic Laboratory Technicians and Assistants operate laboratory equipment to grind, cut, polish, and edge lenses for eyeglasses according to prescriptions received and fit lenses into frames; make minor repairs for customers such as replacing frame screws or straightening frames; and maintain and repair optical laboratory equipment or machinery.

Pharmacy Aides help Pharmacists and other pharmacy staff with packaging and labelling of pharmaceutical products and may help in maintaining prescription records and inventories of medications and pharmaceutical products.

Sterile Processing Technicians operate and maintain sterilization equipment such as instrument washers, sonic sinks, cart washers, and steam autoclaves to clean and disinfect trays, carts, linens, supplies, instrumentation, and equipment for re-use according to standardized safety practices. They reassemble equipment and assemble packs of sterile supplies and instruments for delivery to hospital departments.

Blood Donor Clinic Assistants set up and dismantle equipment; prepare and maintain cleanliness of collection areas; maintain supplies; record information on donors; monitor donors throughout procedure and assist with post-donation care and donor reaction care as assigned under supervision of a registered nurse; and label and process donated blood.

Morgue Attendants assist pathologists at autopsies by laying out surgical instruments; preparing solutions for preservation of specimens; transferring bodies from morgue to examining table; removing organs and tissue specimens, as instructed by an attending Pathologist, and placing them in preservative solutions; and cleaning and sewing bodies for release to funeral home.

## **Working Conditions:**

Work takes place in health-care, laboratory and pathology settings.

Workers may be exposed to infectious bacteria and viruses that may cause illness.

Tools used in surgical procedures may result in injury.

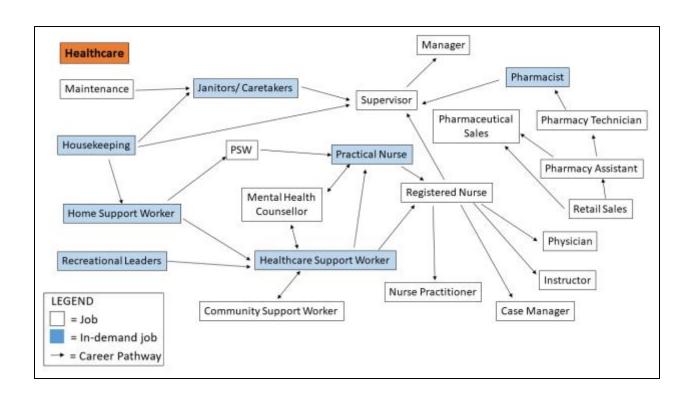
Workers may be exposed to strong, unpleasant odours.

#### **Career Pathways:**

Some of the occupations in this field have opportunities to receive training. For example, Occupational Therapy Assistants (OTA) and Physiotherapy Assistants (PTA) can receive training through OTA/PTA programs at some community colleges.

Workers in this field are employed in hospitals, medical clinics, offices of health care professionals, nursing homes, optical retail stores and laboratories, pharmacies, and medical pathology laboratories. Below are potential career pathways for other assisting occupations in support of health services:

- Autopsy Assistant
- Blood Donor Clinic Assistant
- Cast Room Technician
- Chiropractic Assistant
- Clinical Laboratory Helper
- Lens Grinder, Ophthalmic
- Morque Attendant
- Ophthalmic Laboratory Technician Retail
- Optical Laboratory Assistant
- Optometrist Assistant
- Orthopedic Technologist
- Rehabilitation Assistant
- Sterile Processing Technician
- Therapist Assistant Medical



**Education and Training Pathways:** 

If you're interested in a career in an assisting occupation in support of health services, you can acquire training/education locally at any of the following institutions.

#### Canadian College of Health, Science, and Technology:

**Medical Office Assistant** 

Admission/Eligibility Requirements: Unknown

Academic Credential: Medical Office Assistant Diploma

**Professional Certification:** Unknown

Attendance: In-person

Full-time or Part-time: Full-time

**Program Length:** 34 weeks

Program Cycle: Unknown

Program Cost: Unknown

**OSAP Eligible:** Unknown

Location: 1737 Walker Road, Windsor, N8W 3P2

For more information on this program, please visit:

http://www.cchst.net/windsor-medical-office-assistant-program/

**Personal Support Worker** 

Admission/Eligibility Requirements: Unknown

Academic Credential: Personal Support Worker Certificate

**Professional Certification:** Unknown

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 7 months

Program Cycle: Unknown

Program Cost: Unknown

**OSAP Eligible:** Unknown

Location: 1737 Walker Road, Windsor, N8W 3P2

For more information on this program, please visit:

## http://www.cchst.net/personal-support-worker-program/

**Pharmacy Assistant** 

Admission/Eligibility Requirements: Unknown

Academic Credential: Unknown

**Professional Certification:** Unknown

**Attendance:** In-person

Full-time or Part-time: Full-time

**Program Length:** 40 weeks

Program Cycle: Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

Location: 1737 Walker Road, Windsor, N8W 3P2

For more information on this program, please visit:

http://www.cchst.net/windsor-pharmacy-assistant-program/

**Physiotherapy Assistant** 

Admission/Eligibility Requirements: Unknown

Academic Credential: Unknown

**Professional Certification:** Prepares student for certification through Canadian Fitness

Professionals

Attendance: In-person

Full-time or Part-time: Full-time

**Program Length:** 43 weeks

Program Cycle: Unknown

Program Cost: Unknown

**OSAP Eligible:** Unknown

Location: 1737 Walker Road, Windsor, N8W 3P2

For more information on this program, please visit:

http://www.cchst.net/windsor-physiotherapist-assistant-program/

#### **College Boreal:**

## **Personal Support Worker**

## Admission/Eligibility Requirements:

- OSSD, ACE certificate or equivalent in another province, or adult student status
- 1 French credit: FRA3C, FRA3U, FRA4C, FRA4U, or equivalent
- 1 credit: EAE<sub>3</sub>C, EAE<sub>3</sub>U, EAE<sub>4</sub>C, EAE<sub>4</sub>U, or equivalent

**Academic Credential:** Ontario College Certificate

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 2 semesters

Program Cycle: Unknown

**Program Cost:** \$ 3621.88

OSAP Eligible: Unknown

Location: 7515 Forest Glade Drive, Windsor, N8T 3P5

For more information on this program, please visit:

http://www.collegeboreal.ca/programmes/personal-support-worker/

#### St. Clair College:

#### Cardiovascular Technology

#### Admission/Eligibility Requirements:

- OSSD with the majority of courses at the College (C), University (U), University/College
   (M), or Open (O) level
- Grade 12 English ENG4U, ENG4C, EAE4C, or EAE4U
- Grade 12 Mathematics MCT4C, MAP4C, MHF4U, or MCV4U
- Senior Level Physics (C) or (U)
- Senior Level Biology (C) or (U)
- Senior Level Chemistry (C) or (U)

Academic Credential: Two Year - Ontario College Diploma

Professional Certification: Graduates eligible to sit for the CSCT (Canadian Society of

Cardiology Technologists) national certification exam

Attendance: In-person

Full-time or Part-time: Full-time

**Program Length:** 2 years (6 semesters)

Program Cycle: Unknown

**Program Cost:** 

Year 1: \$4,805.76Year 2: \$4,828.76

• Total: \$9634.52 (2017/18)

**OSAP Eligible:** Unknown

Location: 2000 Talbot Road West, Windsor, NgA 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/cardiovascular\_technology/

#### Dental Assisting Level 1 and 2

#### Admission/Eligibility Requirements:

- OSSD with the majority of courses at the College (C), University (U), University/College
   (M), or Open (O) level
- Senior Level Chemistry (C) or (U)
- Senior Level Biology (C) or (U)
- Grade 12 English ENG4U, ENG4C, EAE4U, or EAE4C

Academic Credential: One Year - Ontario College Certificate

Professional Certification: Students eligible for certification by the Ontario Dental Assistants

Association (ODAA)

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 1 year - 3 semesters

Program Cycle: Unknown

**Program Cost:** Total: \$7,307.54 (2017/18)

**OSAP Eligible:** Unknown

Location: 2000 Talbot Road West, Windsor, NgA 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/dental\_assist/

# **Diagnostic Medical Sonography**

## Admission/Eligibility Requirements:

- OSSD with the majority of courses at the College (C), University (U), University/College
   (M), or Open (O) level
- Grade 12 English ENG4U, ENG4C, EAE4C, or EAE4U
- Grade 12 Mathematics MCT4C, MAP4C, MHF4U, or MCV4U
- Senior Level Physics (C) or (U)
- Senior Level Biology (C) or (U)
- Senior Level Chemistry (C) or (U)

Academic Credential: Ontario College Advanced Diploma - Delivered in 2.5 years

**Professional Certification:** Graduates eligible to write the Sonography Canada Generalist

Sonographer credentialing examinations

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 2.5 years - 7 semesters

Program Cycle: Unknown

#### **Program Cost:**

Year 1 (3 semesters): \$6,967.88
Year 2 (3 semesters): \$6,844.88
Year 3 (1 semester): \$4,390.38
Total: \$18,203.14 (2017/18)

**OSAP Eligible:** Unknown

Location: 2000 Talbot Road West, Windsor, NgA 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/diagnostic\_medical\_sonography/

#### **Medical Laboratory Science**

#### Admission/Eligibility Requirements:

- OSSD with the majority of courses at the College (C), University (U), University/College (M), or Open (O) level
- Grade 12 English ENG4U, ENG4C, EAE4C, or EAE4U
- Grade 12 Mathematics MCT4C, MAP4C, MHF4U, or MCV4U

- Senior Level Chemistry (C) or (U)
- Senior Level Physics (C) or (U)
- Senior Level Biology (C) or (U)
- Students applying to this program must complete the Health Occupations Aptitude Exam (HOAE) test

Academic Credential: Three Year - Ontario College Advanced Diploma

#### **Professional Certification:**

- Medical Laboratory Science Certification Links:
- American Society for Clinical Pathology (ASCP)
- Canadian Society for Medical Laboratory Science (CSMLS)
- College of Medical Laboratory Technologists of Ontario (CMLTO)

Attendance: In-person

Full-time or Part-time: Full-time

**Program Length:** 3 years - 6 semesters

Program Cycle: Unknown

**Program Cost:** 

Year 1: \$4,246.56Year 2: \$4,246.56Year 3: \$4,809.90

• Total: \$13,303.02 (2017/18)

**OSAP Eligible:** Unknown

Location: 2000 Talbot Road West, Windsor, NgA 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/medlab/

#### **Medical Laboratory Technician**

# Admission/Eligibility Requirements:

- OSSD with the majority of courses at the College (C), University (U), University/College (M), or Open (O) level
- Grade 12 English ENG4U, ENG4C, EAE4C, or EAE4U
- Grade 12 Math (C) or (U)
- Senior Level Chemistry (C) or (U)
- Senior Level Biology (C) or (U)

Academic Credential: One Year - Ontario College Certificate (delivered in less than 1 year)

**Professional Certification:** Unknown

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 1 year
Program Cycle: Unknown

Program Cost: Total (3 semesters): \$4,192.82

**OSAP Eligible:** Unknown

Location: 2000 Talbot Road West, Windsor, NgA 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/medlab\_tech/

## **Personal Support Worker**

Admission/Eligibility Requirements: OSSD with the majority of courses at the College (C),

University (U), University/College (M), or Open (O) level

Academic Credential: Ontario College Certificate

Professional Certification: Unknown

Attendance: In-person

Full-time or Part-time: Full-time

**Program Length:** 30 weeks (2 semesters)

Program Cycle: Unknown

**Program Cost:** Total (2 semesters): \$3,964.61 (2017/18)

**OSAP Eligible:** Unknown

Location: 2000 Talbot Road West, Windsor, NgA 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/personalsupport/

#### **Respiratory Therapy**

Admission/Eligibility Requirements:

- OSSD with the majority of courses at the College (C), University (U), University/College (M), or Open (O) level
- Grade 12 English ENG4U, ENG4C, EAE4C, or EAE4U
- Grade 12 Mathematics MCT4C, MAP4C, MHF4U, or MCV4U
- Senior Level Physics (C) or (U)
- Senior Level Biology (C) or (U)
- Senior Level Chemistry (C) or (U)
- Students applying to this program must complete the Health Occupations Aptitude Exam (HOAE) test

Academic Credential: Three Year - Ontario College Advanced Diploma

Professional Certification: Program is fully accredited by the Council on Accreditation for

Respiratory Therapy Education (CoARTE)

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 3 years - 6 semesters

Program Cycle: Unknown

#### **Program Cost:**

Year 1: \$4,807.46Year 2: \$4,777.46Year 3: \$4,660.72

• Total: \$14,245.64 (2017/18)

**OSAP Eligible:** Unknown

Location: 2000 Talbot Road West, Windsor, NgA 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/respiratory\_therapy/

## Social Service Worker (Gerontology)

#### Admission/Eligibility Requirements:

- OSSD with the majority of courses at the College (C), University (U), University/College (M), or Open (O) level
- Grade 12 English ENG4U, ENG4C, EAE4U, or EAE4C

Academic Credential: Two Year - Ontario College Diploma

**Professional Certification:** Graduates are eligible for registration with the Ontario College of Social Workers and Social Service Workers (OCSWSSW) and may use the title of Registered Social Service Worker (RSSW)

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 2 years - 4 semesters

Program Cycle: Unknown

**Program Cost:** 

Year 1: \$3,941.61Year 2: \$3,804.05

• Total: \$7,745.66 (2017/18)

**OSAP Eligible:** Unknown

Location: 2000 Talbot Road West, Windsor, NgA 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/ssw\_gerontology/

#### triOS College:

#### **Medical Office Assistant**

#### Admission/Eligibility Requirements:

- High School Graduation Diploma or Mature Student Status
- Passing score on the triOS entrance assessment
- Demonstrated fluency in English (oral and written)

Academic Credential: Medical Office Assistant Diploma

Professional Certification: Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

Program Length: Diploma Program only: 34 weeks

Diploma Program + Internship: 38 weeks

Program Cycle: Unknown
Program Cost: Unknown
OSAP Eligible: Unknown

Location: 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

http://www.trios.com/career/?Section=MedicalOfficeAssistantINT

## **Medical Transcriptionist**

## Admission/Eligibility Requirements:

- High School Graduation Diploma or Mature Student Status
- Entrance assessment must be successfully passed
- Demonstrated fluency in English (oral and written)
- Possess a typing speed of 40 nwpm

Academic Credential: Medical Transcriptionist Diploma

Professional Certification: Graduates will be eligible to write the Registered Medical

Transcriptionist exam through the Association for Healthcare Documentation Integrity (AHDI)

Attendance: In-Person

Full-time or Part-time: Full-time

Program Length: 51 weeks

Program Cycle: Unknown

Program Cost: Unknown

**OSAP Eligible:** Unknown

Location: 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

http://www.trios.com/career/?Section=Medica\_Transcriptionist

## **Occupational Therapy Assistant**

#### Admission/Eligibility Requirements:

- Physiotherapy Assistant diploma from triOS College or approved PCC/College of Applied Arts and Technology, along with an updated resume
- If applicant does not have a High School Graduation Diploma an academic achievement assessment as well as a program specific entrance assessment must be successfully passed.
- Demonstrated fluency in English (oral and written) is required

Academic Credential: Occupational Therapy Assistant Diploma

**Professional Certification:** Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

**Program Length:** 16 weeks

Program Cycle: Unknown

Program Cost: Unknown

**OSAP Eligible:** Unknown

Location: 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

http://www.trios.com/career/?Section=OccupationalTherapyAssistant

## **Personal Support Worker**

## Admission/Eligibility Requirements:

- Mature Student Status
- Able to pass a clear police check including a clear Vulnerable Sector check
- A clear medical certificate indicating current immunization and free from communicable diseases
- Demonstrated fluency in English
- Completion of a Student Questionnaire to determine suitability as a Personal Support Worker

Academic Credential: Personal Support Worker Certificate

**Professional Certification:** Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

Program Length: 31 weeks

Program Cycle: Unknown

**OSAP Eligible:** Unknown

Location: 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

http://www.trios.com/career/?Section=PersonalSupportWorker

# **Pharmacy Assistant**

# Admission/Eligibility Requirements:

- High School Graduation Diploma or Mature Student Status
- Entrance assessment must be successfully passed
- Demonstrated fluency in English (oral and written)

Academic Credential: Pharmacy Assistant Diploma

Professional Certification: Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

Program Length: 32 weeks
Program Cycle: Unknown
Program Cost: Unknown

**OSAP Eligible:** Unknown

Location: 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

http://www.trios.com/career/index.aspx?Section=PharmacyAssistant

#### **Physiotherapy Assistant**

# Admission/Eligibility Requirements:

- High School Graduation Diploma or Mature Student Status
- An entrance assessment must be successfully passed
- Demonstrated fluency in English (oral and written) is required
- All students enrolled in program must be in good general health, produce a 'negative' (clear) police check, and obtain a Medical Certificate (free of communicable disease with up-to-date immunization status)

Academic Credential: Physiotherapy Assistant Diploma

**Professional Certification:** Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

Program Length: 43 weeks

Program Cycle: Unknown
Program Cost: Unknown
OSAP Eligible: Unknown

Location: 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

http://www.trios.com/career/?Section=PhysiotherapyAssistant

# Physiotherapy/ Occupational Therapy Assistant

## Admission/Eligibility Requirements:

- High School Graduation Diploma or Mature Student Status
- An entrance assessment must be successfully passed
- Demonstrated fluency in English (oral and written) is required
- All students enrolled in program must be in good general health, produce a 'negative' (clear) police check, and obtain a Medical Certificate (free of communicable disease with up-to-date immunization status)

Academic Credential: Physiotherapy Assistant and Occupational Therapy Assistant Diploma

**Professional Certification:** Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

Program Length: 63 weeks
Program Cycle: Unknown
Program Cost: Unknown

OSAP Eligible: Unknown

Location: 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

http://www.trios.com/career/?Section=PTAOccupationalTherapyAssistant\_New

#### Windsor Career College:

**Medical Office Assistant** 

## Admission/Eligibility Requirements:

OSSD or equivalent, or;

Mature Student Status

Academic Credential: Medical Office Assistant Diploma

**Professional Certification:** Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

**Program Length:** 30 weeks

Program Cycle: Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

Location: 235 Eugenie Street West, Windsor, N8X 2X7

For more information on this program, please visit:

http://www.windsorcareercollege.ca/medical\_office\_assistant.html

## **Personal Support Worker**

## Admission/Eligibility Requirements:

OSSD or equivalent, or;

Mature Student Status

Academic Credential: Personal Support Worker Certificate

**Professional Certification:** Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

**Program Length:** 7 months

Program Cycle: Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

Location: 235 Eugenie Street West, Windsor, N8X 2X7

For more information on this program, please visit:

http://www.windsorcareercollege.ca/psw.html

#### **Pharmacy Assistant**

## Admission/Eligibility Requirements:

OSSD or equivalent, or;

• Mature Student Status

Academic Credential: Pharmacy Assistant Diploma

**Professional Certification:** Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

Program Length: 44 weeks

Program Cycle: Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

Location: 235 Eugenie Street West, Windsor, N8X 2X7

For more information on this program, please visit:

http://www.windsorcareercollege.ca/pharmacy\_assistant.html

## **Physical Therapist Assistant**

## Admission/Eligibility Requirements:

OSSD or equivalent, or;

• Mature Student Status

Academic Credential: Physical Therapist Assistant Diploma

Professional Certification: Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

Program Length: 42 weeks

**Program Cycle:** Unknown

Program Cost: Unknown

**OSAP Eligible:** Unknown

Location: 235 Eugenie Street West, Windsor, N8X 2X7

For more information on this program, please visit:

http://www.windsorcareercollege.ca/pta.html

**Disclaimer:** The educational institution reserves the right to change information without notice, and may result in discrepancies between their information and the information presented above. If any errors are found, please report them to <a href="mailto:info@workforcewindsoressex.com">info@workforcewindsoressex.com</a>.