

# Equipment Maintenance Volunteer

## POSITION DESCRIPTION

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### MISSION

Providing free services and supports to those affected by cancer.

### PURPOSE

To provide assistance in matters relating to the issuance, sanitization and repair of home health equipment loans for cancer patients.

### ACCOUNTABILITY

Equipment Technician and/or Manager, Volunteer & Client Services

### RESPONSIBILITIES

- Receive all donated and returned equipment
- Sanitize, assess for safety and repair all home health equipment items
- Communicate supplies inventory needs to the Equipment Technician
- Assist with the selection and issuance of equipment as needed

### EXPECTATIONS

- Follow all of CAP's policies and procedures
- Maintain a professional manner and appearance
- Adhere to all equipment shop safety protocols
- Maintain confidentiality
- Provide feedback, share ideas and concerns

### QUALIFICATIONS

- Experience working in trades or shop/mechanical setting/dealership or hardware store
- Past occupational therapy experience an asset
- Some data entry and computer skills required
- Attention to detail and troubleshooting skills
- Ability to work independently and/or in collaboration with a small team
- Ability to lift up to 25 pounds, if working independently (accommodations can be made)
- Strong communication and interpersonal skills
- Submission of a Criminal Record & Judicial Matters Check
- Ability to commit to at least one full or half-day shift per week; Monday-Friday from 9:00am-4:30pm

### BENEFITS

- Knowledge that you are breaking down barriers and creating access to home health equipment for individuals living with cancer
- Meet and volunteer alongside an incredible team of compassionate people
- Learn new skills and gain professional experience
- Opportunity to share knowledge and/or provide mentorship to others