



Provincial Job Description

TITLE:
(207) Hostel Coordinator

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Directs and coordinates activities associated with the operation of the hostel.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Cardiopulmonary Resuscitation certificate**
- ◆ **First Aid certificate**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Bookkeeping skills**

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience in a hospitality/hostel setting to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Coordination / Administration

- ◆ Schedules and supervises staff.
- ◆ Completes payroll time sheets.
- ◆ Provides input into performance appraisals and performance reviews.
- ◆ Acts as a liaison with all departments within region.
- ◆ Prepares billing to third party agencies (e.g., SGI, WCB).
- ◆ Provides input into budget.
- ◆ Provides orientation to staff.

B. Hostel Operations

- ◆ Greets public and provides general information.
- ◆ Provides reception and switchboard duties; takes messages and pages individuals.
- ◆ Admits/discharges clients.
- ◆ Provides wake-up calls.
- ◆ Performs data entry, generates reports.
- ◆ Processes mail.
- ◆ Allocates rental equipment and collects fees.
- ◆ Photocopies/faxes.
- ◆ Issues parking permits for clients.
- ◆ Confirms assessments and admissions for Functional Rehabilitation Programs.
- ◆ Books rooms.
- ◆ Collects payment, issues receipt and maintains accounts receivable.
- ◆ Notifies appropriate department regarding maintenance, fire and security requirements.
- ◆ Provides signage on hostel rooms.
- ◆ Generates daily/monthly room occupancy reports.
- ◆ Directs clients to regional services (e.g., Physiology, Pastoral Care).
- ◆ Provides orientation for hostel clients (e.g., guidelines, services).
- ◆ Promotes hostel.

C. Public Relations / Liaison

- ◆ Provides information to clients and general public.
- ◆ Assists clients with phone calls.
- ◆ Deals with disorderly conduct.
- ◆ Liaises with security services, Workers' Compensation Board (WCB), Saskatchewan Government Insurance (SGI) and various hospital departments.

D. Related Key Work Activities

- ◆ Performs various housekeeping duties.
- ◆ Monitors hallways and common areas.
- ◆ Notifies appropriate department regarding maintenance, fire and security requirements.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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