


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Social Services Coordinator</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>048</u></p>
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<p><b>Decision Making</b></p> <p>Work is undertaken to achieve the assigned objectives associated with the Saskatchewan Assistance Plan (SAP) affecting a wide variety of clients, and client needs. Work involves developing plans associated with the SAP case load. Dealing with complex client situations and difficult to serve clients often requires decisions to be made on an exceptional basis by adapting existing practices and alternatives.</p>	<p><b>Degree</b></p> <p><u>4.0</u></p>
<p><b>Education</b></p> <p>Grade 12. Four (4) year Bachelor Social Work degree.</p>	<p><u>6.0</u></p>
<p><b>Experience</b></p> <p>Twelve (12) months previous experience working with the SAP and/or other income subsidy programs and the Social work Information Network. Twelve (12) months on the job to consolidate SAP knowledge and to build multiple disciplinary relationships, become familiar with related external agencies and region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p><b>Independent Judgement</b></p> <p>Determines client needs and eligibility as governed by the Saskatchewan Assistance Plan. Interprets the regulations and assesses the request and the suitability of program and related services.</p>	<p><u>4.0</u></p>
<p><b>Working Relationships</b></p> <p>Provides advocacy and conflict resolution through negotiation and mediation between clients and community to ensure access to services and resources. Motivation and counselling skills are required when dealing with special needs clients and may be difficult or emotionally charged.</p>	<p><u>5.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Determines and allocates resources required pursuant to the SAP. Misjudgements in assessing client eligibility for assistance and suitability for placement may result in identified deterioration in public relations and/or injury or discomfort for the client or the public.	<u>3.0</u>
<b>Leadership and/or Supervision</b> Provides limited direction, assigns and checks the work of an assistant and performs more complex phases of the same work.	<u>3.0</u>
<b>Physical Demands</b> Occasional physical effort working at desk and computer operation with periods of regular accurate coordination of fine movements when entering data.	<u>1.5</u>
<b>Sensory Demands</b> Regular sensory effort report writing, listening, observing clients, multiple demands and limited counselling of clients.	<u>2.0</u>
<b>Environment</b> Occasional exposure to major conditions such as interruptions, deadlines, aggressive clients/families and rudeness.	<u>3.0</u>