


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Home Care 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>062</u></p>
--	---	--------------------------------------

<p><b>Decision Making</b></p> <p>Makes scheduling/coordinating decisions to provide appropriate client care in accordance with accepted Home Care practices and care plans.</p>	<p><b>Degree</b></p> <p><u>3.0</u></p>
<p><b>Education</b></p> <p>Grade 12. Office Education Certificate(1200 hours).</p>	<p><u>3.5</u></p>
<p><b>Experience</b></p> <p>Twelve (12) months previous experience working in an office environment to gain organizational skills and gain on understanding of functional requirements of the organization. Twelve (12) months on the job to learn the scope of activities provided by Home Care, service routing, client needs, collective agreements, and region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p><b>Independent Judgement</b></p> <p>Delivers Home Care scheduling/coordination services according to care plans. Uses analysis and judgement when matching employee skills to client needs.</p>	<p><u>3.5</u></p>
<p><b>Working Relationships</b></p> <p>Has regular contact with clients and families requiring tact and discretion when dealing with special needs clients.</p>	<p><u>3.5</u></p>

<b>Impact of Action</b>	<b>Degree</b>
<p>Coordinates Home Care/Special Care Aides and appropriate supplies to meet the requirements of care plans.</p> <p>Misjudgment in coordinating appropriate client services may delay succeeding related services and cause client discomfort.</p>	<p><u>2.0</u></p>
<p><b>Leadership and/or Supervision</b></p> <p>Provides orientation to staff and functional guidance to volunteers.</p>	<p><u>1.5</u></p>
<p><b>Physical Demands</b></p> <p>Occasional physical effort lifting/moving supplies/equipment, driving and walking with periods of accurate coordination of fine movements when keyboarding.</p>	<p><u>1.5</u></p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort performing computer operations, reading, writing and listening to staff and clients.</p>	<p><u>2.0</u></p>
<p><b>Environment</b></p> <p>Occasional exposure to major conditions such as verbal abuse, poor road conditions and interruptions.</p>	<p><u>3.0</u></p>