


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Hostel Attendant</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>118</u></p>
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<p>Decision Making</p> <p>Follows clearly prescribed practices while providing hostel accommodations. Issues or problems have causes that are easily identified such as client disorderly conduct.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Education</p> <p>Grade 12.</p>	<p><u>2.0</u></p>
<p>Experience</p> <p>No previous experience. Six (6) months on the job to obtain CPR and First Aid certificates and become familiar with booking, billing, reception, receivables and region/facility/department policies and procedures.</p>	<p><u>2.0</u></p>
<p>Independent Judgement</p> <p>Follows established methods admitting/discharging/billing clients. Resolves minor reception, housekeeping and security issues.</p>	<p><u>2.5</u></p>
<p>Working Relationships</p> <p>Requires courtesy and tact when dealing with clients and families on a regular basis. Uses discretion when dealing with client information.</p>	<p><u>2.5</u></p>

Impact of Action	Degree
Provides hostel services to clients to meet quality and service requirements. Impacts from incorrect bookings or billings are usually contained and have a minor impact with little monetary loss.	<u>1.0</u>
Leadership and/or Supervision Provides orientation to staff.	<u>1.0</u>
Physical Demands Occasional physical effort writing, computer operation, filing, sorting, cleaning and operating switchboard with periods of heavy lifting when moving luggage and files and setting up furniture for meeting rooms and periods of data entry requiring accurate coordination of fine motor skills.	<u>1.5</u>
Sensory Demands Occasional sensory effort keyboarding, reading, writing, telephone, reception and listening to clients and families.	<u>1.0</u>
Environment Little exposure to major hazards such as exposure to infectious disease and abusive behaviour.	<u>2.0</u>