


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Client Placement Coordinator</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>165</u></p>
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<p>Decision Making</p> <p>Facilitates and coordinates placement of clients/patients/residents and makes decisions when the guidelines lack the necessary information. Utilizes short term solutions such as respite care.</p>	<p>Degree</p> <p><u>4.0</u></p>
<p>Education</p> <p>Grade 12. Allied health care diploma. For rating purposes we have used Health Information Management diploma (2085 hrs).</p>	<p><u>4.5</u></p>
<p>Experience</p> <p>Twelve (12) months previous experience to develop organizational, administrative and communication skills. Nine (9) months on the job to become familiar with placement practices and region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p>Independent Judgement</p> <p>Provides patient placement services in accordance with generally accepted practices using judgement and a choice of methods when placing clients/patients/residents in available facilities.</p>	<p><u>4.0</u></p>
<p>Working Relationships</p> <p>Secures cooperation of facilities, clients/patients/residents and families for placement which often involves emotionally charged situations.</p>	<p><u>4.0</u></p>

Impact of Action	Degree
Facilitates and coordinates placement services to optimize the appropriate use of beds. Inaccuracies in record keeping may delay placement which can result in discomfort to clients/patients/residents and families.	<u>2.0</u>
Leadership and/or Supervision Provides occasional guidance to the program access committees by communicating service/facility availability and client needs.	<u>2.0</u>
Physical Demands Regular physical effort lifting, reaching, standing and walking, computer/data entry and writing.	<u>2.0</u>
Sensory Demands Regular sensory effort reading, writing, filing, computer operation, and communication with co-workers, clients/patients/residents and families.	<u>2.0</u>
Environment Occasional minor disagreeable conditions such as interruptions and multiple deadlines.	<u>2.0</u>