


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Hostel 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>207</u></p>
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<p>Decision Making</p> <p>Utilizes choice of action when admitting clients (e.g., regarding fees charged). Uses discretion when applying rates to clients who are unable to pay. Responsible to coordinate the activities of a hostel operating on a 24-hour basis.</p>	<p>Degree</p> <p><u>3.0</u></p>
<p>Education</p> <p>Grade 12.</p>	<p><u>2.0</u></p>
<p>Experience</p> <p>Eighteen (18) months previous experience in a hospitality/hostel setting to consolidate knowledge and skills. Nine (9) months on the job to develop hostel organization/coordination/administration skills and to become familiar with outside organizations and related services, and region/facility/department policies and procedures.</p>	<p><u>6.0</u></p>
<p>Independent Judgement</p> <p>Coordinates the activities of the hostel within program objectives. Exercises judgement when discussing/making billing arrangements with clients and when handling disruptive clients.</p>	<p><u>3.5</u></p>
<p>Working Relationships</p> <p>Requires appropriate tact when dealing with hostel clients who do not have previous payment arrangements. Contacts may involve difficult or emotionally charged situations and my require persuasion to resolve.</p>	<p><u>4.0</u></p>

Impact of Action	Degree
Coordinates resources to provide hostel services. Incorrect bookings or billings may affect reports and records resulting in monetary loss. Misjudgments in appropriate billing arrangements may cause embarrassment in public relations.	<u>2.0</u>
Leadership and/or Supervision Assigns, checks and maintains flow of hostel work. Leads hostel employees with limits on authority.	<u>3.0</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 Regular sensory effort when reading, writing, keyboarding, reception and listening to clients and families.	<u>2.0</u>
Environment Little exposure to major hazards such as exposure to infectious disease and abusive behaviour.	<u>2.0</u>