


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Home Care Scheduler</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>209</u></p>
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<p><b>Decision Making</b></p> <p>Has some choice of action within accepted practice when modifying schedules to meet urgent requests. Uses discretion when scheduling the appropriate care provider to meet client needs.</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 an understanding of functional requirements. Twelve (12) months on the job on the job to learn the scope of activities provided by Home Care, client needs, collective agreements, benefits procedures, computer programs, and become familiar with region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p><b>Independent Judgement</b></p> <p>Delivers Home Care scheduling 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>
Provides Home Care staff and client scheduling to meet quality and service requirements. Misjudgment in coordinating appropriate client services may delay succeeding related services and cause client discomfort. Must maintain accurate attendance records for payroll.	<u>2.0</u>
<b>Leadership and/or Supervision</b> Provides orientation to staff.	<u>1.0</u>
<b>Physical Demands</b> Regular physical effort while simultaneously operating computer and communicating on the phone.	<u>2.0</u>
<b>Sensory Demands</b> Regular sensory effort reading, writing and operating computer with periods of frequent effort preparing complicated schedules.	<u>2.5</u>
<b>Environment</b> Occasional exposure to minor conditions such as rudeness/profanity, interruptions and multiple deadlines.	<u>2.0</u>