


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Unit Assistant</u></p> <p>Date <u>October 2000; 2004</u></p> <p>Revised Date <u>August 2006</u></p> <p>Revised Date _____</p>	<p>Code</p> <p style="text-align: center;"><u>235</u></p>
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<p>Decision Making</p> <p>Follows clearly prescribed policies and procedures when arranging client/patient/resident transfers. Information release issues are dealt with from a limited number of pre-existing alternatives.</p>	<p>Degree</p> <p style="text-align: center;"><u>2.0</u></p>
<p>Education</p> <p>Grade 12. Office Education certificate (1200 hours).</p>	<p style="text-align: center;"><u>3.5</u></p>
<p>Experience</p> <p>No previous experience. Nine (9) months on the job to become familiar with computer systems, processing physician orders, chart maintenance and to become familiar with region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>3.0</u></p>
<p>Independent Judgement</p> <p>Follows established methods when providing clerical/reception support to the unit as well as portering and cleaning. Encounters and resolves minor operating problems associated with client/patient/resident transfers between facilities/regions.</p>	<p style="text-align: center;"><u>2.5</u></p>
<p>Working Relationships</p> <p>Requires courtesy and tact on a regular basis with clients/patients/residents and staff when coordinating travel, booking appointments and communicating with physicians.</p>	<p style="text-align: center;"><u>2.5</u></p>

Impact of Action	Degree
Provides clerical, reception and portering/cleaning services to meet quality and service requirements. Misjudgment in coordinating appointments may delay related services. Misjudgment in processing physician orders (e.g., completing requisitions and forwarding to appropriate departments) may affect patient care/treatment.	<u>2.0</u>
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	<u>1.0</u>
Physical Demands Regular physical effort reaching, walking, moving, pushing, pulling and assisting/portering clients/patients/residents with periods of heavy lifting. Accurate hand-eye coordination required for computer operation, chart maintenance and filing.	<u>2.5</u>
Sensory Demands Regular sensory effort such as reading, writing, filing, sorting, computer/typewriter operation and listening to clients/patients/residents, staff and physicians.	<u>2.0</u>
Environment Regular exposure to minor disagreeable conditions such as interruptions and multiple deadlines. Occasional exposure to major disagreeable conditions such as blood/body fluids, chemicals and exposure to infectious disease.	<u>3.0</u>