


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Public Health Assistant</u></p> <p>Date _____</p> <p>Revised Date <u>2004</u></p> <p>Revised Date <u>New</u></p>	<p>Code</p> <p style="text-align: center;"><u>312</u></p>
--	--	--

<p>Decision Making</p> <p>Follows prescribed practices in assisting with providing/promoting vision, prenatal and immunization services.</p> <p>Makes initial vision assessment and makes referrals to an optometrist if needed.</p>	<p>Degree</p> <p style="text-align: center;"><u>2.0</u></p>
<p>Education</p> <p>Grade 12. Medical Office Assistant diploma (Saskatoon Business College) (800 hours).</p>	<p style="text-align: center;"><u>3.0</u></p>
<p>Experience</p> <p>No previous experience. Nine (9) months on the job experience to learn to perform vision testing, office procedures/systems, computerized immunization systems, referral procedures and 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>Performs work as per established methods. Has some choice of action when performing vision screening. Resolves minor problems but refers more serious issues to the appropriate service provider.</p>	<p style="text-align: center;"><u>2.5</u></p>
<p>Working Relationships</p> <p>Requires tact to discuss prenatal problems with clients and makes referral recommendations. Regular contact with clients, parents and community when providing vision, prenatal and immunization services. Has contacts during home visits which may be difficult or emotionally charged.</p>	<p style="text-align: center;"><u>3.5</u></p>

Impact of Action	Degree
Assists with vision screening, prenatal care and, immunizations to meet quality and service requirements. Inaccuracies in immunization/vision records may affect future care of the client (e.g., missed referral).	<u>1.5</u>
Leadership and/or Supervision Provides orientation to staff.	<u>1.0</u>
Physical Demands Occasional physical effort keyboarding, travelling, moving/lifting equipment.	<u>1.0</u>
Sensory Demands Occasional sensory effort during vision screening, driving, reading, filing with periods of observing/listening attentively to clients.	<u>1.5</u>
Environment Occasional exposure to major disagreeable hazards such as inclement weather and unpredictable clients. Regular exposure to minor disagreeable hazards such as rudeness, limited travelling	<u>3.0</u>