


Job Evaluation Rating Documentation

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| <p>CUPE, SEIU, SGEU, SAHO</p>  | <p>Job Title <u>Home Care Support Supervisor</u></p> <p>Date _____</p> <p>Revised Date <u>2004; December, 2005; April, 2011</u></p> <p>Revised Date _____</p> | <p>Code</p> <p><u>341</u></p> |
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| <p>Decision Making</p> <p>Supervises, schedules, coordinates Home Care/Special Care Aides and ensures that care outcomes are achieved as per accepted practices used to apply care plans. Work involves developing plans to deliver Home Care services and supervise Home Care/Special Care Aides.</p> | <p>Degree</p> <p><u>3.5</u></p> |
| <p>Education</p> <p>Grade 12. Practical Nursing diploma (1776) hours. Licensed with the Saskatchewan Association of Licensed Practical Nurses.</p> | <p><u>4.5</u></p> |
| <p>Experience</p> <p>Twenty-four (24) months previous experience working in Home Care. Twelve (12) months on the job to develop administrative/supervisory skills, and region/agency policies and procedures.</p> | <p><u>6.0</u></p> |
| <p>Independent Judgement</p> <p>Delivers Home Care scheduling/coordination services according to care plans. Uses analysis and judgement when matching employee skills to client needs. Work involves a choice of methods or procedures and troubleshooting when dealing with staff scheduling and performance issues.</p> | <p><u>4.0</u></p> |
| <p>Working Relationships</p> <p>Has regular contact with clients and families requiring tact and discretion when dealing with special needs. Provides technical explanation and/or instruction to Home Care/Special Care Aides in unusual situations.</p> | <p><u>4.0</u></p> |

| Impact of Action | Degree |
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| <p>Supervises and coordinates Home Care/Special Care Aides. Ensures appropriate supplies to meet the requirements of care plans. Inadequate planning for specific service delivery may cause serious issues for clients and families.</p> | <p><u>2.5</u></p> |
| <p>Leadership and/or Supervision Provides regular direction to Home Care/Special Care Aides, assigns work, checks results and controls costs.</p> | <p><u>4.0</u></p> |
| <p>Physical Demands Occasional physical effort lifting/moving supplies/equipment, and walking.</p> | <p><u>1.0</u></p> |
| <p>Sensory Demands Regular sensory effort performing computer operations, reading, writing and listening to staff and clients with periods of competing multiple sensory demands.</p> | <p><u>2.5</u></p> |
| <p>Environment Occasional exposure to minor conditions such as interruptions, travel and rudeness.</p> | <p><u>2.0</u></p> |