


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Young Parent Mentoring Program Assistant</u></p> <p><b>Date</b> _____</p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> <u>New</u></p>	<p><b>Code</b></p> <p><u>343</u></p>
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<p><b>Decision Making</b></p> <p>Follows clearly prescribed practices when assisting with the Young Parent Mentoring Program. Makes minor operating decisions when recruiting, screening, evaluating volunteers.</p>	<p><b>Degree</b></p> <p><u>2.0</u></p>
<p><b>Education</b></p> <p>Grade 12.</p>	<p><u>2.0</u></p>
<p><b>Experience</b></p> <p>Twelve (12) months previous related life skills/volunteer experience (e.g., culture/recreation, service clubs) or experience with family services. Twelve (12) months on the job to complete program specific on-the-job training, to consolidate knowledge and skills and become familiar with region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p><b>Independent Judgement</b></p> <p>Clearly established methods are used when recruiting/training volunteers. Resolves minor operating problems associated with client/volunteer issues.</p>	<p><u>2.5</u></p>
<p><b>Working Relationships</b></p> <p>Requires tact to discuss problems associated with the evaluation of volunteers and makes recommendations to resolve issues. Regular contact required with clients and volunteers requiring tact and discretion.</p>	<p><u>3.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Assists with the Young Parent Mentoring Program to meet quality and service requirements. Impacts are usually contained and have a minor effect. Inaccuracies in the completion of forms or information submitted to clients files may affect services provided but are usually discovered before results become serious	<u>1.5</u>
<b>Leadership and/or Supervision</b> Orientates volunteers and shows them how to perform their role.	<u>1.0</u>
<b>Physical Demands</b> Occasional physical effort word processing, filing, walking, lifting and some travel.	<u>1.0</u>
<b>Sensory Demands</b> Occasional sensory effort reading, writing, filing, computer operation, training/instructing volunteers with periods of listening attentiveness when responding to client/volunteer issues.	<u>1.5</u>
<b>Environment</b> Occasional exposure to major disagreeable conditions such aggressive/unpredictable clients, unsanitary conditions.	<u>3.0</u>