


Job Evaluation Rating Documentation

CUPE, SEIU, SGEU, SAHO 	Job Title <u>Young Parent Mentoring Program Coordinator</u> Date _____ Revised Date <u>2004</u> Revised Date <u>New</u>	Code <u>344</u>
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Decision Making Coordinates, implements and adapts the Young Parent Mentoring Program policies and procedures to deliver services to achieve assigned objectives. Solutions to problems associated with the matching and performance of volunteers are dealt with in accordance with existing practices and procedures. Develops plans to achieve short term goals associated with recruiting, training, matching and coordinating volunteers for the Young Parent Mentoring Program.	Degree <u>3.5</u>
Education Grade 12. Social Work Certificate (1900 hours). For rating purposes we have used the First Nations University of Canada Aboriginal Social Work Certificate.	<u>4.0</u>
Experience Twelve (12) months previous experience in coordinating volunteer services and/or programs and assessments with an at risk population. Twelve (12) months to complete program specific on-the-job training, to consolidate coordination/administration skills and become familiar with provincial/region/community programs and provincial/region/facility/department policies and procedures.	<u>5.0</u>
Independent Judgement Carries out Young Parent Mentoring Program within generally accepted practices. Responsible for recruiting volunteers, handling volunteer/client issues and matching volunteers to clients. Work involves a choice of methods or procedures, analysis and troubleshooting to solve problems associated with client/volunteer matches.	<u>4.0</u>
Working Relationships Contacts with volunteers or clients requires human relations skills that may involve difficult or emotionally charged situations. Contacts with community groups and volunteers are of considerable importance in carrying out programs.	<u>5.0</u>

Impact of Action	Degree
<p>Determines and allocates resources for Young Parent Mentoring Program to meet quality and service requirements.</p> <p>Monitors effectiveness of Young Parent Mentoring Program to enhance effectiveness of services provided.</p> <p>Misjudgement in the assessment of the client and training of the volunteer may result in identifiable deterioration in public relations.</p>	<p><u>2.5</u></p>
<p>Leadership and/or Supervision</p> <p>Recruits, trains and provides regular direction to staff or volunteers by assigning/organizing work.</p>	<p><u>4.0</u></p>
<p>Physical Demands</p> <p>Occasional physical effort walking, lifting and some travel.</p>	<p><u>1.0</u></p>
<p>Sensory Demands</p> <p>Regular cumulative sensory effort reading, writing, filing, computer operation, training/instructing volunteers and listening to general public, volunteers and clients/patients/residents.</p>	<p><u>2.0</u></p>
<p>Environment</p> <p>Occasional exposure to major disagreeable conditions such as aggressive/unpredictable clients, unsanitary conditions.</p>	<p><u>3.0</u></p>