Job Evaluation Rating Document

		Code
Job Title	Community Program Builder	
Date	November 2008	
Revised Date	December 14, 2021	414
Revised Date	November 18, 2026	

Decision Making	**Degree**
Works collaboratively with diverse and marginalized community members to promote self-empowerment, independence and community connections. Uses discretion when determining appropriate services and resources for clients and families.	3.0

Education	**Degree**
Grade 12.	2.0

Experience	**Degree**
Twelve (12) months previous related life skills/experience (e.g., culture/recreation, service clubs, inner city/community or school programs) or experience working with family services or social services. Twelve (12) months on the job to learn community development principles, communication skills, working with diverse people, basic health and personal development training, and become familiar with department policies and procedures.	5.0

Independent Judgement	**Degree**
Seeks direction from other program members and/or manager to resolve service issues and requests. Job requires judgement within program principles and generally accepted practices (e.g., asset-based approach).	3.5

Working Relationships	**Degree**
Requires tact and discretion when dealing with clients, families and organizations to provide/secure services on behalf of the program. Contacts may involve difficult, specialized or emotionally-charged situations.	4.0

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Impact of Action	**Degree**
Inability to obtain trust or misjudgement in the provision of services may cause deterioration of client/family relations.	2.0

Leadership and/or Supervision	**Degree**
May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	1.0

Physical Demands	**Degree**
Occasional physical effort sitting, walking, driving and lifting.	1.0

Sensory Demands	**Degree**
Regular sensory effort observing and listening to clients, families and community organizations to determine appropriate needs and resources.	2.0

Environment	**Degree**
Occasional exposure to minor conditions such as rudeness, interruptions and travel.	2.0