

Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title Social Services Coordinator</p> <hr/> <p>Date October, 2000</p> <hr/> <p>Revised Date 2004</p> <hr/> <p>Revised Date Octboer 2018</p> <hr/>	<p>Code</p> <p>048</p> <hr/>
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<p>Decision Making</p> <p>Work is undertaken to achieve the assigned objectives associated with the Saskatchewan Assistance Plan (SAP). Work involves developing plans associated with the SAP case load. Dealing with complex client situations and difficult to serve clients often requires decisions to be made on an exceptional basis by adapting existing practices and alternatives.</p>	<p>Degree</p> <p>4.0</p> <hr/>
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<p>Education</p> <p>Grade 12. Baccalaureate of Social Work degree.</p>	<p>Degree</p> <p>6.0</p> <hr/>
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<p>Experience</p> <p>Twelve (12) months previous experience working with income subsidy programs. Twelve (12) months on the job to consolidate income assistance program knowledge and to build multiple disciplinary relationships, become familiar with related agencies and department policies and procedures.</p>	<p>Degree</p> <p>5.0</p> <hr/>
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<p>Independent Judgement</p> <p>Determines client needs and eligibility as governed by the Saskatchewan Assistance Plan. Interprets the regulations and assesses the request and the suitability of program and related services.</p>	<p>Degree</p> <p>4.0</p> <hr/>
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<p>Working Relationships</p> <p>Provides advocacy and conflict resolution through negotiation and mediation between clients and community to ensure access to services and resources. Motivation and counseling skills are required when dealing with special needs clients and may be difficult or emotionally charged.</p>	<p>Degree</p> <p>5.0</p> <hr/>
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<p>Impact of Action</p> <p>Misjudgments in assessing client eligibility for assistance and suitability for placement may result in identified deterioration in public relations and/or serious injury or discomfort for the client or the public.</p>	<p>Degree</p> <p>3.0</p>
<p>Leadership and/or Supervision</p> <p>Provides functional advice to operational leaders regarding the income assistance plan.</p>	<p>Degree</p> <p>3.0</p>
<p>Physical Demands</p> <p>Occasional physical effort sitting at desk with periods of regular computer operation and data entry.</p>	<p>Degree</p> <p>1.5</p>
<p>Sensory Demands</p> <p>Regular sensory effort report writing, listening and observing clients.</p>	<p>Degree</p> <p>2.0</p>
<p>Environment</p> <p>Regular exposure to minor conditions such as interruptions, deadlines and foul language.</p>	<p>Degree</p> <p>3.0</p>