


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Healthy Workplace Coordinator</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004; April, 2011</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>059</u></p>
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<p>Decision Making</p> <p>Some choice of action in selection and procurement of instructors for fitness classes and scheduling various classes.</p> <p>Work has assigned outcomes associated with planning and implementing of Healthy Workplace programs.</p>	<p>Degree</p> <p><u>3.5</u></p>
<p>Education</p> <p>Grade 12. Allied Health certificate. For rating purposes, we have used Practical Nursing diploma (1776 hours).</p>	<p><u>4.0</u></p>
<p>Experience</p> <p>Twenty-four (24) months previous experience in health care service delivery, health care education and/or service program development, delivery, and evaluation. Twelve (12) months on the job to become familiar with region/facility/department policies and procedures.</p>	<p><u>6.0</u></p>
<p>Independent Judgement</p> <p>Plans and implements Healthy Workplace programs in accordance with standard practice and established procedures. Exercises judgement in identifying program needs, promoting programs and recruiting instructors.</p>	<p><u>3.5</u></p>
<p>Working Relationships</p> <p>Regular contact with employees regarding workplace Wellness programming requirements. Utilizes a variety of communication methods (e.g., surveys, suggestion boxes, e-mail, voice mail).</p>	<p><u>3.0</u></p>

Impact of Action	Degree
<p>Coordinates resources to develop and plan Healthy Workplace programs that impact the organization and individual employees to a limited degree. May result in delays in program delivery due to insufficient research and planning.</p>	<p><u>2.0</u></p>
<p>Leadership and/or Supervision Provides occasional guidance to others in the delivery of programs (e.g., serves as a channel through which the work of instructors is directed/checked).</p>	<p><u>2.0</u></p>
<p>Physical Demands Occasional effort such as lifting and moving equipment, tables, and chairs with regular periods of computer operation.</p>	<p><u>1.5</u></p>
<p>Sensory Demands Occasional effort such as reading, listening to staff with periods of regular effort preparing/developing evaluation reports.</p>	<p><u>1.5</u></p>
<p>Environment Occasional exposure to minor conditions such as interruptions, multiple deadlines with some travel.</p>	<p><u>2.0</u></p>