


# Job Evaluation Rating Document

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> Education Coordinator</p> <hr/> <p><b>Date</b> October 2000</p> <hr/> <p><b>Revised Date</b> 2004; December 2005; June, 2011</p> <hr/> <p><b>Revised Date</b> March 16, 2023</p> <hr/>	<p><b>Code</b></p>  <p>063</p> <hr/>
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<p><b>Decision Making</b></p> <p>Responsible to coordinate, facilitate, deliver and evaluate educational programs to meet the learning needs of patients/staff/community within the SHA.</p>	<p><b>Degree</b></p>  <p>3.5</p> <hr/>
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<p><b>Education</b></p> <p>Grade 12. Allied Health diploma (for rating purposes the Practical Nursing diploma (one thousand eight hundred thirty (1830) hours was used). Rating = 4.0</p> <p>*As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize the Licensed Practical Nurse and the one thousand eight hundred thirty (1830) hours as no other factors were impacted by this change. The Education rating will remain at (4.5).</p>	<p><b>Degree</b></p>  <p>4.5</p> <hr/>
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<p><b>Experience</b></p> <p>Twenty-four (24) months previous experience to gain an understanding of adult education issues. Twelve (12) months on the job to acquire applicable trainer qualifications (e.g., TLR, WHMIS, CPR, PART, FIT), become familiar with program development, delivery, evaluation and department policies and procedures.</p>	<p><b>Degree</b></p>  <p>6.0</p> <hr/>
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<p><b>Independent Judgement</b></p> <p>Conducts needs analysis and develops goals and objectives with desired learner outcomes. Coordinates, facilitates, delivers and evaluates educational programs within generally accepted practices.</p>	<p><b>Degree</b></p>  <p>4.0</p> <hr/>
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<p><b>Working Relationships</b></p> <p>Provides technical explanation and/or instruction to staff. Motivates staff to take part in needs assessment and educational programs.</p>	<p><b>Degree</b></p>  <p>4.0</p> <hr/>
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**Job Title**

Education Coordinator

**Code**

063

<p><b>Impact of Action</b></p> <p>Inadequate research and planning may result in minor delays in program delivery.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Leadership and/or Supervision</b></p> <p>Provides occasional guidance to staff, clients/patients/residents and community in the delivery of educational programs. Provides functional guidance and advice to community groups on educational programs/practices (e.g., Heart-to-Heart, Diabetic education).</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Physical Demands</b></p> <p>Occasional physical effort standing, computer operation, walking and moving tables/chairs with periods of lifting/carrying books/binders/supplies.</p>	<p><b>Degree</b></p> <p>1.5</p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort preparing and presenting training materials and using computers.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Environment</b></p> <p>Occasional exposure to minor conditions such as interruptions and multiple deadlines with some travel.</p>	<p><b>Degree</b></p> <p>2.0</p>