

# Job Evaluation Rating Document

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Liaison Worker</u></p> <p><b>Date</b> <u>October 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> <u>October 2018</u></p>	<p><b>Code</b></p> <p><u>065</u></p>
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<p><b>Decision Making</b></p> <p>Follows clearly prescribed practices when arranging transportation services for clients/patients/residents. Written and verbal instructions are translated to Dene, Cree or English.</p>	<p><b>Degree</b></p> <p><u>2.0</u></p>
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<p><b>Education</b></p> <p>Grade 12.</p>	<p><b>Degree</b></p> <p><u>2.0</u></p>
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<p><b>Experience</b></p> <p>No previous experience. Six (6) months on the job to become familiar with outside agencies, services and outpost clinics, computer programs and department policies and procedures.</p>	<p><b>Degree</b></p> <p><u>2.0</u></p>
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<p><b>Independent Judgement</b></p> <p>Uses established methods to arrange transportation and coordinate appointments. Resolves minor operating problems regarding seasonal transportation arrangements for clients/patients/residents.</p>	<p><b>Degree</b></p> <p><u>2.5</u></p>
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<p><b>Working Relationships</b></p> <p>Requires tact to discuss and settle transportation problems. Has regular contact with clients/patients/residents when translating medical treatment/transportation options often requiring comforting/nurturing skills due to the specialized nature of the contacts.</p>	<p><b>Degree</b></p> <p><u>3.5</u></p>
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Liaison Worker

**Code**

065

<p><b>Impact of Action</b></p> <p>Improper translation may delay succeeding services.</p>	<p><b>Degree</b></p> <p>1.0</p>
<p><b>Leadership and/or Supervision</b></p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p>	<p><b>Degree</b></p> <p>1.0</p>
<p><b>Physical Demands</b></p> <p>Occasional physical effort walking throughout the facility.</p>	<p><b>Degree</b></p> <p>1.0</p>
<p><b>Sensory Demands</b></p> <p>Occasional sensory effort observing clients/patients/residents with periods of intense concentration while translating.</p>	<p><b>Degree</b></p> <p>1.5</p>
<p><b>Environment</b></p> <p>Occasional exposure to major hazards such as infectious disease, blood/body fluids and abusive clients/patients/residents.</p>	<p><b>Degree</b></p> <p>3.0</p>