


Job Evaluation Rating Document

CUPE, SEIU, SGEU, SAHO 	Job Title <u>Client Placement Coordinator</u> Date <u>October, 2000</u> Revised Date <u>2004, November 15, 2017</u> Revised Date <u>September 12, 2023</u>	Code <u>165</u>
--	---	-------------------------------

Decision Making Facilitates and coordinates placement of clients and makes decisions when the guidelines are insufficient. Utilizes short term solutions such as respite care. Dealing with complex client placement often requires decisions to be made on an exceptional basis by adapting existing practices and alternatives.	Degree <u>4.0</u>
---	---------------------------------

Education Grade 12. Health Information Management diploma (Saskatchewan Polytechnic 1815 hours).	Degree <u>4.0</u>
--	---------------------------------

Experience Twelve (12) months previous experience to develop organizational, administrative and communication skills. Nine (9) months on the job to become familiar with placement practices and department policies and procedures.	Degree <u>5.0</u>
--	---------------------------------

Independent Judgement Provides patient placement services in accordance with generally accepted practices using judgement and a choice of methods when placing clients.	Degree <u>4.0</u>
---	---------------------------------

Working Relationships Secures cooperation of facilities, clients and families for placement which often involves emotionally charged situations.	Degree <u>4.0</u>
--	---------------------------------

Job Title

Client Placement Coordinator

Code

165

<p>Impact of Action</p> <p>Delays in client placement may result in disruption for clients and families. Improper placement may impact bed utilization.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>Provides occasional guidance to the primary function of others, including training.</p>	<p>Degree</p> <p>2.0</p>
<p>Physical Demands</p> <p>Regular physical effort lifting, reaching, standing, walking and computer operation.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort reading, writing, filing, computer operation with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional minor disagreeable conditions such as interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>