


# Job Evaluation Rating Document

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> Reception &amp; Office Assistant</p> <hr/> <p><b>Date</b> October, 2000</p> <hr/> <p><b>Revised Date</b> 2004; January 11, 2017</p> <hr/> <p><b>Revised Date</b> May 16, 2024</p> <hr/>	<p><b>Code</b></p> <hr/> <p style="text-align: center;">179</p> <hr/>
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<p><b>Decision Making</b></p> <p>Provides switchboard, reception, admission, discharge, and registration of client services according to established guidelines. Prioritize tasks depending on urgency of admissions. Some choice of action with client placement depending on bed availability.</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">2.5</p> <hr/>
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<p><b>Education</b></p> <p>Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">3.5</p> <hr/>
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<p><b>Experience</b></p> <p>No previous experience. Nine (9) months on the job to acquire understanding of computer programs, procedures and switchboard and to become familiar with department policies and procedures.</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">3.0</p> <hr/>
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<p><b>Independent Judgement</b></p> <p>Provides switchboard, reception, admission, discharge and registration of client services according to established admitting policies and procedures. Deals with problems associated with client transfers.</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">3.0</p> <hr/>
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<p><b>Working Relationships</b></p> <p>Requires tact and discretion when registering clients which may involve difficult, specialized and/or emotional situations. Secures cooperation of nursing managers, departments and physicians when dealing with bed shortages, placements and emergency calls.</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">4.0</p> <hr/>
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**Job Title**

Reception & Office Assistant

**Code**

179

<p><b>Impact of Action</b></p> <p>Improper data collection and entry may result in inaccurate records which may delay service.</p>	<p><b>Degree</b></p> <p>2.0</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>Regular physical effort performing switchboard and patient registration duties.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort operating switchboard, reading, observing clients and filing, while listening attentively with little choice of action.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Environment</b></p> <p>Occasional exposure to major disagreeable conditions such as blood and body fluids.</p>	<p><b>Degree</b></p> <p>3.0</p>