## **Job Evaluation Rating Document**

SEIU WEST.	Job Title	Unit Assistant	Code
CUPE WEALTH CARE Saho	Date	October 2000; 2004	
TOCKEST VARIATION OF THE PROPERTY OF THE PROPE	Revised Date	August 2006; January 11, 2017	235
SGEL	Revised Date	May 16, 2024	

Decision Making	Degree	
Follows clearly prescribed policies and procedures when arranging client/patient/resident transfers. Issues with bed placement are dealt with from a limited number of pre-existing		
alternatives.	2.0	

Education	Degree
Grade 12.Medical Office Administration diploma (Saskatoon Business College 860 hours) (Rating of 3.0).	
*As per the MOA regarding Education factor review (January 2019) the JJEMC will continue to utilize 1040 hours as no other factors were impacted by this change. The education will remain at 3.5	3.5

Experience	Degree
No previous experience. Nine (9) months on the job to become familiar with computer systems, processing physician orders, chart maintenance and to become familiar with department policies	
and procedures.	3.0

Independent Judgement	Degree
Follows established methods when providing clerical/reception support to the unit as well as portering and cleaning. Encounters and resolves minor operating problems associated with client/patient/resident transfers between units/facilities.	2.5

Working Relationships	Degree
Requires courtesy and tact on a regular basis with clients/patients/residents. Has regular contact with staff when coordinating travel and booking appointments requiring tact and discretion.	
	2.5

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	on  It in coordinating appointments may delay related services. Delays in procession rders may delay patient care/treatment.	ng	Degree
<u> </u>	nd/or Supervision  there how to perform tasks or duties by familiarizing new employees with the vesses.	vork	Degree
	ical effort performing computer operation, chart maintenance and filing with ods of reaching, walking, moving, pushing, pulling and assisting/portering		Degree

Sensory Demands	Degree
Regular sensory effort such as reading, writing, filing, sorting, computer operation and listening to clients/patients/residents, staff and physicians.	
	2.0

Environment	Degree
Regular exposure to minor disagreeable conditions such as interruptions and multiple deadlines. Occasional exposure to major disagreeable conditions such as blood/body fluids, chemicals and infectious disease.	
	3.0