


# Job Evaluation Rating Document

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b>      Home Care Support Supervisor</p> <hr/> <p><b>Date</b>              2004</p> <hr/> <p><b>Revised Date</b>    December 2005; April 2011</p> <hr/> <p><b>Revised Date</b>    March 16, 2023</p> <hr/>	<p><b>Code</b></p>  <p>341</p> <hr/>
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<p><b>Decision Making</b></p> <p>Supervises, schedules, coordinates staff and ensures that care outcomes are achieved as per accepted practices used to apply care plans. Work involves developing plans to deliver Home Care services.</p>	<p><b>Degree</b></p>  <p>3.5</p> <hr/>
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<p><b>Education</b></p> <p>Grade 12. Practical Nursing diploma (Saskatchewan Polytechnic, one thousand eight hundred and thirty (1830) hours). Licensed with the College of Licensed Practical Nurses of Saskatchewan.</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 working in Home Care. Twelve (12) months on the job to develop administrative/supervisory skills, and become familiar with 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>Delivers Home Care scheduling/coordination services according to care plans. Uses analysis and judgement when matching employee skills to client needs. Work involves a choice of methods or procedures and troubleshooting when dealing with staff scheduling and performance issues.</p>	<p><b>Degree</b></p>  <p>4.0</p> <hr/>
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<p><b>Working Relationships</b></p> <p>Has regular contact with clients and families requiring tact and discretion when dealing with special needs. Provides technical explanation and/or instruction to staff in unusual situations.</p>	<p><b>Degree</b></p>  <p>4.0</p> <hr/>
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Home Care Support Supervisor

**Code**

341

<p><b>Impact of Action</b></p> <p>Inadequate scheduling may delay Home Care services. Inadequate planning for specific service delivery may cause serious issues for clients and families.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Leadership and/or Supervision</b></p> <p>Provides regular direction to staff, assigns work, checks results and controls costs.</p>	<p><b>Degree</b></p> <p>4.0</p>
<p><b>Physical Demands</b></p> <p>Occasional physical effort lifting/moving supplies/equipment and walking.</p>	<p><b>Degree</b></p> <p>1.0</p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort performing computer operations, reading, writing and listening to staff and clients with periods of competing multiple sensory demands.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Environment</b></p> <p>Occasional exposure to minor conditions such as interruptions, travel and rudeness.</p>	<p><b>Degree</b></p> <p>2.0</p>