

Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Parent Mentoring Program Worker</u></p> <p>Date <u>2004</u></p> <p>Revised Date <u>May 8, 2012</u></p> <p>Revised Date <u>June 16, 2022</u></p>	<p>Code</p> <hr/> <p>343</p>
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<p>Decision Making</p> <p>Follows prescribed practices when recruiting, screening, training and evaluating volunteer mentors. Some choice of action within accepted practice is expected when assessing participant eligibility, when determining how to engage new clients, and when matching volunteer mentors with clients.</p>	<p>Degree</p> <hr/> <p>2.5</p>
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<p>Education</p> <p>Grade 12</p>	<p>Degree</p> <hr/> <p>2.0</p>
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<p>Experience</p> <p>Twelve (12) months previous experience working with volunteers and in the human services field. Twelve (12) months on the job to complete program specific training, consolidate knowledge and skills, and become familiar with department policies and procedures.</p>	<p>Degree</p> <hr/> <p>5.0</p>
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<p>Independent Judgement</p> <p>Delivers Parent Mentoring Program within standard practices and established program procedures. Responsible for recruiting volunteers, matching volunteer mentors with clients, and resolving mentor/client issues. Work involves some analysis to solve problems associated with mentor/client matches.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Working Relationships</p> <p>Contacts with volunteer mentors and clients requires tact and discretion to provide explanation and instruction. Secures cooperation of volunteers and parents with program requirements through persuasion and motivation during meetings, training sessions, interviews and home visits. Home visits may involve difficult and emotionally charged situations. Contacts are of considerable importance in establishing and carrying out parent mentoring services.</p>	<p>Degree</p> <hr/> <p>4.5</p>
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Impact of Action Impacts of actions including recruitment, training and matching of volunteers and clients affect the work of others to a limited degree. Actions may cause embarrassment in public and client/volunteer community when making public presentations and facilitating group meetings. Failure to ensure the accuracy of volunteer mentor and client information may result in inaccuracies in reports and poor mentor/client matches.	Degree 2.0
Leadership and/or Supervision Recruits, trains and provides regular direction to volunteers by assigning and organizing work.	Degree 4.0
Physical Demands Occasional physical effort walking, keyboarding, filing, lifting and some travel.	Degree 1.0
Sensory Demands Occasional sensory effort reading, writing, operating computer, keyboarding, training/instructing volunteers with periods of listening attentiveness when responding to mentor/client issues.	Degree 1.5
Environment Occasional exposure to major disagreeable conditions such as aggressive/unpredictable clients.	Degree 3.0