


# Job Evaluation Rating Document

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Mentoring Program Coordinator</u></p> <p><b>Date</b> _____</p> <p><b>Revised Date</b> <u>February 28, 2013</u></p> <p><b>Revised Date</b> <u>December 14, 2021</u></p>	<p><b>Code</b></p> <p><u>344</u></p>
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<p><b>Decision Making</b></p> <p>Coordinates and administers a community-based mentoring program. Reviews and adjusts client care plans and educational programs to meet client needs.</p>	<p><b>Degree</b></p> <p><u>3.0</u></p>
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<p><b>Education</b></p> <p>Grade 12. Allied Health diploma. For rating purposes, the Youth Care Worker diploma is used (Sask Polytechnic 1890 hours).</p>	<p><b>Degree</b></p> <p><u>4.0</u></p>
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<p><b>Experience</b></p> <p>Twenty-four (24) months previous experience in program administration with an at-risk population. Twelve (12) months on the job to complete program specific training, consolidate coordination and administration knowledge and skills, and become familiar with department policies and procedures.</p>	<p><b>Degree</b></p> <p><u>6.0</u></p>
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<p><b>Independent Judgement</b></p> <p>Implements, administers and coordinates the mentoring program within generally accepted practices. Responsible for referring clients to programs, assisting with the development of client care plans and education/support programs to meet client needs. Work involves a choice of methods or procedures, analysis and troubleshooting to solve problems associated with client/volunteer matches.</p>	<p><b>Degree</b></p> <p><u>3.5</u></p>
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<p><b>Working Relationships</b></p> <p>Contacts with clients requires tact and discretion when explaining the referral process. Contacts with clients requires persuasion and motivational skills and may involve difficult or emotionally charged situations.</p>	<p><b>Degree</b></p> <p><u>4.0</u></p>
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Mentoring Program Coordinator

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<p><b>Impact of Action</b></p> <p>Misjudgement in the referral process may result in embarrassment in client relations and may cause minor delays in related services.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Leadership and/or Supervision</b></p> <p>Provides limited direction to staff and mentors through the planning implementation and promotion of program activities. Provides functional guidance to outside agencies on program responsibilities.</p>	<p><b>Degree</b></p> <p>3.0</p>
<p><b>Physical Demands</b></p> <p>Occasional physical effort walking, computer operation, filing, lifting and some travel.</p>	<p><b>Degree</b></p> <p>1.0</p>
<p><b>Sensory Demands</b></p> <p>Regular cumulative sensory effort reading, writing, filing, computer operation and listening to general public, staff and clients.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Environment</b></p> <p>Occasional exposure to major disagreeable conditions such as aggressive/unpredictable clients and personal injury.</p>	<p><b>Degree</b></p> <p>3.0</p>