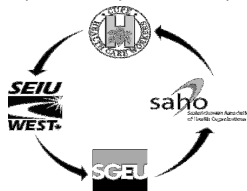


Job Evaluation Rating Documentation

CUPE, SEIU, SGEU, SAHO 	Job Title <u>Mentoring Program Coordinator</u> Date _____ Revised Date _____ Revised Date <u>February 28, 2013</u>	Code <u>344</u>
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Decision Making Coordinates and administers a community-based mentoring program. Develops and adjusts client care plans and educational programs to meet client needs. Solutions to problems associated with the matching and performance of volunteers are resolved in accordance with existing practices and procedures. Develops plans to achieve short term goals when recruiting, training, matching and coordinating volunteer activities for the mentoring program.	Degree <u>3.5</u>
Education Grade 12. Allied Health diploma. For rating purposes, the Youth Care Worker diploma is used (1822 hours).	<u>4.0</u>
Experience Twenty-four (24) months previous experience in program administration, coordinating volunteer services/programs and assessments 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 provincial/region/facility/department programs, policies and procedures.	<u>6.0</u>
Independent Judgement Implements, administers and coordinates the mentoring program within generally accepted practices. Responsible for recruiting volunteers, matching volunteers to clients, and developing and adjusting 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.	<u>4.0</u>
Working Relationships Contacts with clients and volunteers requires human relations skills in order to manage and resolve difficult or emotionally charged situations. Contacts with community groups and volunteers are of considerable importance in implementing the program.	<u>5.0</u>

Impact of Action	Degree
Determines and allocates resources for the mentoring program in order to meet quality, service and budget requirements. Evaluates the effectiveness of client/volunteer matches, client care plans, and client support activities and makes adjustments in order to meet client needs. Misjudgement in the assessment of the client and training of the volunteer may result in identifiable deterioration in public and/or client relations.	<u>2.5</u>
Leadership and/or Supervision Recruits, trains and provides regular direction to staff and/or volunteers by assigning and organizing work.	<u>4.0</u>
Physical Demands Occasional physical effort walking, keyboarding, filing, lifting and some travel.	<u>1.0</u>
Sensory Demands Regular cumulative sensory effort reading, writing, filing, operating computer, keyboarding, training/instructing volunteers and listening to general public, volunteers and clients/patients/residents.	<u>2.0</u>
Environment Occasional exposure to major disagreeable conditions such as aggressive/unpredictable clients, extreme noise, and unsanitary conditions.	<u>3.0</u>