


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Vocational Program Facilitator</u></p> <p>Date <u>February 2009</u></p> <p>Revised Date _____</p> <p>Revised Date <u>October 11, 2013</u></p>	<p>Code</p> <p style="text-align: center;"><u>436</u></p>
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<p>Decision Making</p> <p>Responsible to coordinate, facilitate, evaluate and deliver vocational program curriculum to meet the needs of the client and service needs of the program.</p>	<p>Degree</p> <p style="text-align: center;"><u>3.5</u></p>
<p>Education</p> <p>Grade 12. Diploma in Human Services. For rating purposes Early Childhood Education Diploma (1790 hours) has been used.</p>	<p style="text-align: center;"><u>4.0</u></p>
<p>Experience</p> <p>Twelve (12) months of successful experience in direct service to youth. Six (6) months on the job to become familiar with curriculum program and region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>5.0</u></p>
<p>Independent Judgement</p> <p>Conducts needs analysis and develops goals and objectives with desired client outcomes. Coordinates, facilitates, delivers and evaluates curriculum and client needs within generally accepted practices.</p>	<p style="text-align: center;"><u>4.0</u></p>
<p>Working Relationships</p> <p>Requires tact and discretion to secure cooperation of businesses, agencies and clients for placement. Motivates clients through curriculum and placement.</p>	<p style="text-align: center;"><u>4.0</u></p>

Impact of Action	Degree
Facilitates and coordinates curriculum and placement to ensure optimum services for client and business and community relations. Inaccuracies of reports and records may delay activities/services. Inability to accommodate the needs of the clients may result in serious discomfort to the clients.	<u>2.5</u>
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with work area and process. Functional advice provided within community relationships.	<u>1.5</u>
Physical Demands Regular physical effort standing, keyboarding and travelling.	<u>1.5</u>
Sensory Demands Regular sensory effort preparing and presenting curriculum with periods of observing and advising clients.	<u>2.0</u>
Environment Exposure to occasional major disagreeable conditions such as body fluids, interruptions, rudeness and profanity.	<u>3.0</u>