

# Job Evaluation Rating Document

	<p><b>Job Title</b> <u>Senior Home Care Scheduler</u></p> <p><b>Date</b> <u>June 2010 - Interim Rating</u></p> <p><b>Revised Date</b> <u>Dec12, 2013; Dec 5, 2014; Feb 11, 2016</u></p> <p><b>Revised Date</b> <u>May 16, 2024</u></p>	<p><b>Code</b></p> <hr style="width: 50%; margin: 0 auto;"/> <p>455</p>
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<p><b>Decision Making</b></p> <p>Has some choice of action when implementing Home Care computerized systems. Uses discretion when scheduling care providers to meet client needs.</p>	<p><b>Degree</b></p> <hr style="width: 50%; margin: 0 auto;"/> <p>3.0</p>
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<p><b>Education</b></p> <p>Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).</p>	<p><b>Degree</b></p> <hr style="width: 50%; margin: 0 auto;"/> <p>3.0</p>
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<p><b>Experience</b></p> <p>Eighteen (18) months previous experience working with Home Care computerized scheduling systems. Twelve (12) months on the job to learn the scope of activities provided by Home Care, client needs, collective agreements, computer programs and to become familiar with department policies and procedures.</p>	<p><b>Degree</b></p> <hr style="width: 50%; margin: 0 auto;"/> <p>6.0</p>
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<p><b>Independent Judgement</b></p> <p>Uses analysis and judgement when matching employee to client needs. Has choice of methods/procedures when rectifying problems and guides staff in alternate procedures when encountering computer software problems.</p>	<p><b>Degree</b></p> <hr style="width: 50%; margin: 0 auto;"/> <p>3.5</p>
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<p><b>Working Relationships</b></p> <p>Requires tact and discretion when providing technical explanation and/or instruction in the operation and support of all computer software systems. Uses persuasion when scheduling clients and staff.</p>	<p><b>Degree</b></p> <hr style="width: 50%; margin: 0 auto;"/> <p>4.0</p>
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Senior Home Care Scheduler

**Code**

455

<p><b>Impact of Action</b></p> <p>Misjudgement in coordinating appropriate client services may delay succeeding related services. Inaccurate records may have minor impact on patient billing.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Leadership and/or Supervision</b></p> <p>Provides limited direction to staff regarding the operation of Home Care computerized systems and procedures.</p>	<p><b>Degree</b></p> <p>3.0</p>
<p><b>Physical Demands</b></p> <p>Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort reading, writing, and software testing 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 rudeness, profanity, interruptions and multiple deadlines.</p>	<p><b>Degree</b></p> <p>2.0</p>