

Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Community Support Program Worker</u></p> <p>Date <u>Interim Rating - July 6, 2018</u></p> <p>Revised Date <u>September 11, 2018</u></p> <p>Revised Date _____</p>	<p>Code</p> <p>518</p>
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<p>Decision Making</p> <p>Administers a community-based support program. Develops and adjusts client and educational programs to meet client needs. Solutions to problems associated with the matching client with appropriate community services are resolved in accordance with existing practices and procedures.</p>	<p>Degree</p> <p>3.0</p>
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<p>Education</p> <p>Grade 12. Early Childhood Education diploma (Saskatchewan Polytechnic 1770 hours).</p>	<p>Degree</p> <p>4.0</p>
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<p>Experience</p> <p>No previous experience. Twelve (12) months on the job to complete program specific training, consolidate knowledge and skills and become familiar with department programs, policies and procedures.</p>	<p>Degree</p> <p>4.0</p>
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<p>Independent Judgement</p> <p>Implements and administers support programs within generally accepted practices. Responsible for matching services to clients, and developing and adjusting education/support programs to meet client needs. Work involves a choice of methods or procedures, analysis and troubleshooting to solve problems associated with client matches.</p>	<p>Degree</p> <p>3.5</p>
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<p>Working Relationships</p> <p>Requires tact and discretion when dealing with clients, families and organizations to provide/secure services on behalf of the program. Contacts may involve difficult, specialized or emotionally-charged situations..</p>	<p>Degree</p> <p>4.0</p>
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<p>Impact of Action</p> <p>Misjudgement in the assessment of the client needs may result in identifiable deterioration in public and/or client relations.</p>	<p>Degree</p> <p>2.5</p>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p>	<p>Degree</p> <p>1.0</p>
<p>Physical Demands</p> <p>Occasional physical effort with computer operation, lifting and some travel.</p>	<p>Degree</p> <p>1.0</p>
<p>Sensory Demands</p> <p>Regular cumulative sensory effort reading, writing, filing, operating computer, listening to general public, and clients/patients/residents.</p>	<p>Degree</p> <p>2.0</p>
<p>Environment</p> <p>Occasional exposure to major disagreeable conditions such as blood and body fluids and verbal/physical abuse.</p>	<p>Degree</p> <p>3.0</p>