


Job Evaluation Rating Document

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| <p>CUPE, SEIU, SGEU, SAHO</p>  | <p>Job Title <u>Healthy Workplace Coordinator</u></p> <p>Date <u>October 2000</u></p> <p>Revised Date <u>2004; April 2011</u></p> <p>Revised Date <u>December 14, 2021</u></p> | <p>Code</p> <p><u>059</u></p> |
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| <p>Decision Making</p> <p>Some choice of action in selection and procurement of instructors for fitness classes and scheduling various classes. Work has assigned outcomes associated with planning and implementing of Healthy Workplace programs.</p> | <p>Degree</p> <p><u>3.5</u></p> |
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| <p>Education</p> <p>Grade 12. Allied Health Diploma. For rating purposes, we have used Practical Nursing diploma (1830 hours).</p> | <p>Degree</p> <p><u>4.0</u></p> |
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| <p>Experience</p> <p>Twenty-four (24) months previous experience in health care service delivery, health care education and/or service program development, delivery, and evaluation. Twelve (12) months on the job to become familiar with department policies and procedures.</p> | <p>Degree</p> <p><u>6.0</u></p> |
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| <p>Independent Judgement</p> <p>Plans and implements Healthy Workplace programs in accordance with standard practice and established procedures. Exercises judgement in identifying program needs, promoting programs and recruiting instructors.</p> | <p>Degree</p> <p><u>3.5</u></p> |
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| <p>Working Relationships</p> <p>Regular contact with employees regarding Workplace Wellness programming requirements. Utilizes a variety of communication methods (e.g., surveys, suggestion boxes, e-mail, voice mail).</p> | <p>Degree</p> <p><u>3.0</u></p> |
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Job Title

Healthy Workplace Coordinator

Code

059

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| <p>Impact of Action</p> <p>Coordinates resources to develop and plan Healthy Workplace programs that impact the organization and individual employees to a limited degree. May result in delays in program delivery due to insufficient research and planning.</p> | <p>Degree</p> <p>2.0</p> |
| <p>Leadership and/or Supervision</p> <p>Provides occasional guidance to others in the delivery of programs.</p> | <p>Degree</p> <p>2.0</p> |
| <p>Physical Demands</p> <p>Occasional effort such as lifting and moving equipment, tables, and chairs with regular periods of computer operation.</p> | <p>Degree</p> <p>1.5</p> |
| <p>Sensory Demands</p> <p>Occasional effort such as reading, listening to staff with periods of regular effort preparing/developing evaluation reports.</p> | <p>Degree</p> <p>1.5</p> |
| <p>Environment</p> <p>Occasional exposure to minor conditions such as interruptions, multiple deadlines and travel.</p> | <p>Degree</p> <p>2.0</p> |