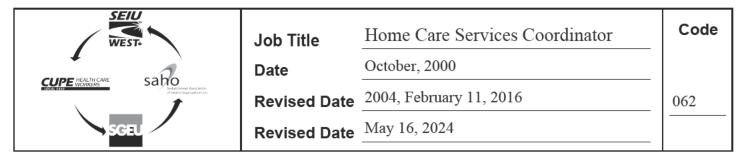
Job Evaluation Rating Document



Decision Making	Degree
Provide appropriate client care in accordance with accepted practice and care plans. Makes placement decisions for clients when the appropriate bed is not available.	
	3.5

Education	Degree
Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).	
	3.0

Experience		Degree
Twelve (12) months previous experience working in an offic organizational skills. Twelve (12) months on the job to learn Home Care, service routing, client needs, collective agreemed department policies and procedures.	the scope of activities provided by	5.0

Independent Judgement	Degree
Delivers Home Care scheduling/coordination services according to care plans. Uses analysis and judgement when matching employee skills to client needs.	
	3.5

Working Relationships	Degree
Secures cooperation with clients and families through persuasion and motivation. Contacts with special needs clients may be emotionally charged.	
	4.0

Job Title

Impact of Action	Degree
Misjudgement in coordinating appropriate client services may delay succeeding related services and may cause minor embarrassment in client relations.	
	2.0

Leadership and/or Supervision	Degree
Provides limited direction to staff regarding the provision of Home Care services.	
	3.0

Physical Demands	Degree
Regular physical effort lifting/moving supplies/equipment, driving, walking and computer operation.	
	2.0

Sensory Demands	Degree
Regular sensory effort reading, writing, observing/listening to staff and clients with competing multiple sensory demands.	
	2.5

Environment	Degree
Occasional exposure to major conditions such as blood and body fluids, chemicals and verbal abuse.	
	3.0