


Job Evaluation Rating Document

	Job Title Home Care Services Coordinator Date October, 2000 Revised Date 2004, February 11, 2016 Revised Date May 16, 2024	Code <hr/> 062
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Decision Making Provide appropriate client care in accordance with accepted practice and care plans. Makes placement decisions for clients when the appropriate bed is not available.	Degree <hr/> 3.5
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Education Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).	Degree <hr/> 3.0
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Experience Twelve (12) months previous experience working in an office environment to gain organizational skills. Twelve (12) months on the job to learn the scope of activities provided by Home Care, service routing, client needs, collective agreements and to become familiar with department policies and procedures.	Degree <hr/> 5.0
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Independent Judgement Delivers Home Care scheduling/coordination services according to care plans. Uses analysis and judgement when matching employee skills to client needs.	Degree <hr/> 3.5
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Working Relationships Secures cooperation with clients and families through persuasion and motivation. Contacts with special needs clients may be emotionally charged.	Degree <hr/> 4.0
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Job Title

Home Care Services Coordinator

Code

062

<p>Impact of Action</p> <p>Misjudgement in coordinating appropriate client services may delay succeeding related services and may cause minor embarrassment in client relations.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>Provides limited direction to staff regarding the provision of Home Care services.</p>	<p>Degree</p> <p>3.0</p>
<p>Physical Demands</p> <p>Regular physical effort lifting/moving supplies/equipment, driving, walking and computer operation.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort reading, writing, observing/listening to staff and clients with competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional exposure to major conditions such as blood and body fluids, chemicals and verbal abuse.</p>	<p>Degree</p> <p>3.0</p>