Job Evaluation Rating Document

SEIU WEST.	Job Title	Reception & Office Assistant	Code
CUPE HEALTH CAME Salvo	Date	October, 2000	
Societatio Wolkers Salarone Resource Institute Operation of State Operation St	Revised Date	2004; January 11, 2017	179
SGEU	Revised Date	May 16, 2024	

Provides switchboard, reception, admission, discharge, and registration of client services according to established guidelines. Prioritize tasks depending on urgency of admissions. Some choice of action with client placement depending on bed availability. 2.5	Decision Making	Degree
	according to established guidelines. Prioritize tasks depending on urgency of admissions. Some	2.5

Education	Degree
Grade 12. Medical Office Administration diploma (Saskatoon Business College 860 hours) (Rating of 3.0)	
*As per the MOA regarding Education factor review (January 2019) the JJEMC will continue to utilize 1040 hours as no other factors were impacted by this change. The education will remain at 3.5	3.5

Experience	Degree
No previous experience. Nine (9) months on the job to acquire understanding of computer programs, procedures and switchboard and to become familiar with department policies and procedures.	3.0

Independent Judgement	Degree
Provides switchboard, reception, admission, discharge and registration of client services according to established admitting policies and procedures. Deals with problems associated with	
client transfers.	3.0

Working Relationships	Degree
Requires tact and discretion when registering clients which may involve difficult, specialized and/or emotional situations. Secures cooperation of nursing managers, departments and physicians when dealing with bed shortages, placements and emergency calls.	4.0

Job Title

Impact of Action	Degree
Improper data collection and entry may result in inaccurate records which may delay service.	
	2.0

Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes. 1.0

Physical Demands	Degree
Regular physical effort performing switchboard and patient registration duties.	
	2.0

Sensory Demands	Degree
Regular sensory effort operating switchboard, reading, observing clients and filing, while listening attentively with little choice of action.	
	2.5

Environment	Degree
Occasional exposure to major disagreeable conditions such as blood and body fluids.	
	3.0