



# *Provincial Job Description*

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**TITLE:**  
**(207) Hostel Coordinator**

**PAY BAND:**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Directs and coordinates activities associated with the operation of the hostel.

**QUALIFICATIONS:**

- ◆ Grade 12

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Basic computer skills
- ◆ Cardiopulmonary Resuscitation certificate
- ◆ First Aid certificate
- ◆ Interpersonal, organizational and communication skills
- ◆ Bookkeeping skills

**EXPERIENCE:**

- ◆ **Previous:** Twelve (12) months previous experience in a hospitality/hostel setting to consolidate knowledge and skills.

## ***KEY ACTIVITIES:***

### **A. Coordination / Administration**

- ◆ Schedules and supervises staff.
- ◆ Completes payroll time sheets.
- ◆ Provides input into performance appraisals and performance reviews.
- ◆ Acts as a liaison with all departments within region.
- ◆ Prepares billing to third party agencies (e.g., SGI, WCB).
- ◆ Provides input into budget.
- ◆ Provides orientation to staff.

### **B. Hostel Operations**

- ◆ Greets public and provides general information.
- ◆ Provides reception and switchboard duties; takes messages and pages individuals.
- ◆ Admits/discharges clients.
- ◆ Provides wake-up calls.
- ◆ Performs data entry, generates reports.
- ◆ Processes mail.
- ◆ Allocates rental equipment and collects fees.
- ◆ Photocopies/faxes.
- ◆ Issues parking permits for clients.
- ◆ Confirms assessments and admissions for Functional Rehabilitation Programs.
- ◆ Books rooms.
- ◆ Collects payment, issues receipt and maintains accounts receivable.
- ◆ Notifies appropriate department regarding maintenance, fire and security requirements.
- ◆ Provides signage on hostel rooms.
- ◆ Generates daily/monthly room occupancy reports.
- ◆ Directs clients to regional services (e.g., Physiology, Pastoral Care).
- ◆ Provides orientation for hostel clients (e.g., guidelines, services).
- ◆ Promotes hostel.

### **C. Public Relations / Liaison**

- ◆ Provides information to clients and general public.
- ◆ Assists clients with phone calls.
- ◆ Deals with disorderly conduct.
- ◆ Liaises with security services, Workers' Compensation Board (WCB), Saskatchewan Government Insurance (SGI) and various hospital departments.

**D. Related Key Work Activities**

- ◆ Performs various housekeeping duties.
- ◆ Monitors hallways and common areas.
- ◆ Notifies appropriate department regarding maintenance, fire and security requirements.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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*Date: 2005*