


Job Evaluation Rating Document

	<p>Job Title <u>Home Care Scheduler</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004; February 11, 2016</u></p> <p>Revised Date <u>May 16, 2024</u></p>	<p>Code</p> <hr/> <p>209</p>
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<p>Decision Making</p> <p>Has some choice of action within accepted practice when modifying schedules to meet urgent requests. Uses discretion when scheduling care providers to meet client needs.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Education</p> <p>Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Experience</p> <p>Twelve (12) months previous experience working in an office environment to gain organizational skills and an understanding of functional requirements of the organization. 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.</p>	<p>Degree</p> <hr/> <p>5.0</p>
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<p>Independent Judgement</p> <p>Delivers Home Care scheduling according to care plans. Uses analysis and judgement when matching employee to client needs.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Working Relationships</p> <p>Has regular contact with employees and clients using appropriate tact and persuasion. Contacts may involve difficult, specialized or emotionally charged situations.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Impact of Action</p> <p>Misjudgement in coordinating appropriate client services may delay succeeding related services. Inaccurate records may have minor impact on patient billing.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>Provides occasional guidance to the primary function of others, including training.</p>	<p>Degree</p> <p>2.0</p>
<p>Physical Demands</p> <p>Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.</p>	<p>Degree</p> <p>2.5</p>
<p>Sensory Demands</p> <p>Regular sensory effort reading and writing with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional exposure to minor conditions such as rudeness, profanity, interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>