


# Job Evaluation Rating Document

	<b>Job Title</b> <u>Program Access Coordinator</u> <b>Date</b> <u>June, 2011</u> <b>Revised Date</b> <u>March 8, 2017</u> <b>Revised Date</b> <u>May 16, 2024</u>	<b>Code</b>  <u>431</u>
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<b>Decision Making</b> Uses discretion on a regular basis to determine best provision for booking services. Makes decisions regarding cancellation of bookings/appointments in emergent situations.	<b>Degree</b>  <u>3.5</u>
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<b>Education</b> Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).	<b>Degree</b>  <u>3.5</u>
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<b>Experience</b> Twelve (12) months previous experience working in an office environment. Nine (9) months on the job to become familiar with coordination of client access, familiarity with community support agencies and department policies and procedures.	<b>Degree</b>  <u>5.0</u>
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<b>Independent Judgement</b> Coordinates client access in accordance with generally accepted practices using judgement and a choice of methods when scheduling access to specialty clinics.	<b>Degree</b>  <u>4.0</u>
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<b>Working Relationships</b> Requires tact and discretion to provide explanation to clients/families and or physicians regarding program bookings. Contacts with clients/families waiting for appointments may involve difficult or emotionally charged situations.	<b>Degree</b>  <u>4.0</u>
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<p><b>Impact of Action</b></p> <p>Misjudgement in coordinating bookings in an appropriate time frame may delay succeeding related services.</p>	<p><b>Degree</b></p> <p><u>2.0</u></p>
<p><b>Leadership and/or Supervision</b></p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p>	<p><b>Degree</b></p> <p><u>1.0</u></p>
<p><b>Physical Demands</b></p> <p>Occasional effort such as lifting, walking, standing with regular periods of computer operation.</p>	<p><b>Degree</b></p> <p><u>1.5</u></p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort operating computer and listening to clients and staff with periods of competing multiple sensory demands.</p>	<p><b>Degree</b></p> <p><u>2.5</u></p>
<p><b>Environment</b></p> <p>Occasional exposure to minor conditions such as interruptions and multiple deadlines.</p>	<p><b>Degree</b></p> <p><u>2.0</u></p>