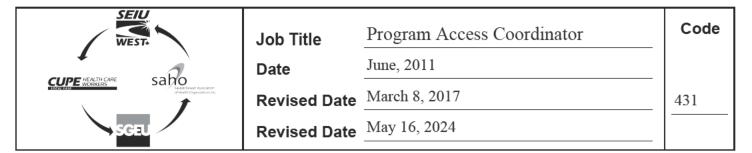
Job Evaluation Rating Document



Decision Making	Degree
Uses discretion on a regular basis to determine best provision for booking services. Makes decisions regarding cancellation of bookings/appointments in emergent situations.	
	3.5

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
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.	5.0

Independent Judgement	Degree
Coordinates client access in accordance with generally accepted practices using judgement and a choice of methods when scheduling access to specialty clinics.	
	4.0

Working Relationships	Degree
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.	4.0

2.5

Job Title	Program Access Coordinator Code	431
Impact of Action Misjudgement related services	judgement in coordinating bookings in an appropriate time frame may delay succeeding	
		2.0
Leadership an	d/or Supervision	Degre
May show oth area and proce	ners how to perform tasks or duties by familiarizing new employees with the work esses.	1.0
		1.0
Physical Dema	ands	Degre
Occasional ef	fort such as lifting, walking, standing with regular periods of computer operation.	
		1.5
Sensory Dema	ınds	Degre
	ory effort operating computer and listening to clients and staff with periods of altiple sensory demands.	

Environment	Degree
Occasional exposure to minor conditions such as interruptions and multiple deadlines.	
	2.0