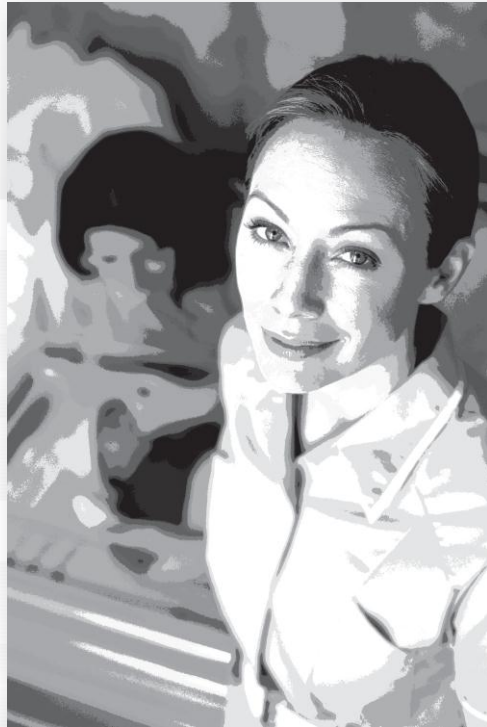


Description Template

Positions within HSAS Bargaining Unit



Saskatchewan Association
of Health Organizations Inc.

Classification and Job Evaluation

500 - 2002 Victoria Avenue

Regina, SK S4P 0R7

T. 306.347.5590

F. 306.347.1043

www.saho.ca

Job Description Template

Positions within HSAS Bargaining Unit

The Job Description Template is a guide designed to assist writing job descriptions.

SAHO has previously published the Job Duties Questionnaire which may be a useful document in gathering the necessary information to understand the characteristics and role of the position within the organization.

If you have questions when writing job descriptions in regard to established qualifications for classifications, please contact SAHO Classification & Job Evaluation Department (marianne.didowycz@saho.ca) for further information.

Copies of new/revised job descriptions employers develop should be forwarded to SAHO Classification & Job Evaluation Department (marianne.didowycz@saho.ca) for initial discussion/confirmation of the appropriate classification and rate of pay. Once this is determined, the employer shall forward the new or revised job description to SAHO and the Union in accordance with Article 21 of the Collective Agreement.

Job Description

Position: _____ Affiliation: _____

Department: _____

Division: _____

Classification: _____ Pay Grade: _____

Date: _____

Approval Signatures

Supervisor's Signature: _____

Human Resource's Signature: _____

Position Summary:

- This should be a fairly brief section of clear, concise sentences (1 - 4) that identifies why the position exists. Usually includes:
 - An overview of the main responsibilities of the job
 - Degree of supervision: who this position reports to; who (if) this position supervises

Position Duties:

- Statements that reflect the principal functions of the job (usually 5 - 8 statements summarize the principal functions; these statements may have up to 4 -5 sub-points with more detail, but this is not a "task list")
 - Think about work processes, planning, executing, reporting, communicating, working/interaction with others, resources, financial/budget, supervision (Senior Definition Article 21.01 (A) in SAHO/HSAS Collective Agreement (April 1/09 – March/13)
 - Start each sentence with an action verb (e.g., Develops, compiles, coordinates)

Job Description: Title of Position *continued*

Qualifications:

- Education requirements needed for the position
 - Determine the minimum level of education required to perform the essential elements of the position, i.e. Diploma, BA, MA
 - Required licenses, registrations associated with the position
- Experiential requirements of the position if necessary
 - Entry level position will not usually require experience
 - legitimate rationale is required for experience for an entry level position
- **Requirement for 2 years experience will initiate Senior**
 - Senior application of experience for the position should also be found within the position duties (e.g., applying complex clinical interventions to cases/clients provided by knowledge gained through extensive work experience)

Knowledge, Skills & Abilities:

- Knowledge identifies the acquired information or concepts that relate to a specific discipline
- Skills describe the acquired measurable behaviors and may cover manual aspects required to do the job
- Abilities describe developed proficiencies required to perform the responsibilities of the job
- KSA's should be stated and interpreted as minimums to competently perform the job
 - Communication level expectations
 - Organizational abilities
 - Decision making abilities
 - Interpersonal abilities
 - Knowledge of specific areas - community resources, theoretical understanding i.e. addictions, mental health, technical 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 the work assignments that may be inherent to the job.

Title and Rate of Pay Agreed: _____

Date: _____

On Behalf of the () Health Region

On Behalf of the Union