

EXAMPLE

SOCIAL, INFORMATION AND HEALTH COMPONENT APPENDIX 4 – WORKLOAD REPORT

PLEASE PRINT

Employee name: _____ Job Title: Adult Probation

Work Location: _____

Supervisor: _____ Excluded Manger: _____

Stage 1 - Verbal discussion with supervisor – 14 days to respond

Stage 2 - Problem description:

Unable to meet ministry intake standards/expectations on – intakes, incoming calls, walk in clients, contact recordings, and alternative measure agreements.

Unable to meet ministry caseload management standards/expectations – integrated case management, pre-sentence reports requests, documentation on all contacts with client, computer entry in a timely fashion, curfew checks, safety issues, home visits, community assessments for parole, and application of risk assessment tools.

Unable to meet ministry standards/expectations in the following areas – timely and ongoing home visits, consultations with supervisors, returning phone calls in a timely manner, contact with victims, prescribed modes of supervision, facilitation of core programs, referral to community services and follow up.

What factors contribute to the problem?

- | | | | |
|-------------------------------------|---|-------------------------------------|------------------------------|
| <input checked="" type="checkbox"/> | Workload size | _____ | Unavailability of Supervisor |
| _____ | Inadequate equipment | _____ | Malfunctioning equipment |
| _____ | Absence of staff (specify) _____ | | |
| <input checked="" type="checkbox"/> | Additional Functions Assigned to the Employee (specify)
<u>Facilitation of Core Programs</u> | | |
| _____ | Training required | <input checked="" type="checkbox"/> | Competing demands |
| <input checked="" type="checkbox"/> | Other <u>Itinerant service and absence of fully trained staff</u> | | |

Employee's signature: _____ Date: _____