

# EXAMPLE

## SOCIAL, INFORMATION AND HEALTH COMPONENT APPENDIX 4 – WORKLOAD REPORT

### PLEASE PRINT

Employee name: \_\_\_\_\_ Job Title: Social Worker – Guardianship

Work Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Excluded Manger: \_\_\_\_\_

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

### Stage 2 - Problem description:

**Unable to meet ministry guardianship monitoring standards/expectations** – ongoing contacts with CICs, family foster parents, service providers and schools; comprehensive plans of care; risk reduction plans and intake regarding youth agreements.

**Unable to meet ministry guardianship documentation standards/expectations** – comprehensive plans of care, case notes, closing recordings, case transfers; update computer screens; order birth certificates and other ID; referrals for service and youth agreements.

**Unable to meet ministry guardianship meeting standards/expectation** – arrange and attend case conferences, attend meetings with persons who are involved with client(s), integrated case management meetings and youth agreements.

**Unable to meet ministry guardianship standards/expectations in the following areas** – timely and ongoing home visits, consultations with supervisors, returning phone calls in a timely manner, timely initiation of payments associated with client(s), post majority services and ongoing implementation of youth agreements.

### What factors contribute to the problem?

- |                                     |  |       |                              |
|-------------------------------------|--|-------|------------------------------|
| <input checked="" type="checkbox"/> | Workload size  | _____ | Unavailability of Supervisor |
| _____                               | Inadequate equipment   | _____ | Malfunctioning equipment     |
| <input checked="" type="checkbox"/> | Absence of staff (specify) <u>There is an ongoing vacancy in this office</u>   |       |                              |
| <input checked="" type="checkbox"/> | Additional Functions Assigned to the Employee (specify)<br><u>Practice standards have changed and expectations have increased within each case</u> |       |                              |
| _____                               | Training required  | _____ | Competing demands            |
| _____                               | Other _____  |       |                              |

Employee's signature: \_\_\_\_\_

Date: \_\_\_\_\_