

EXAMPLE

SOCIAL, INFORMATION AND HEALTH COMPONENT APPENDIX 4 – WORKLOAD REPORT

PLEASE PRINT

Employee name: _____ Job Title: Social Worker Protective Service

Work Location: _____

Supervisor: _____ Excluded Manger: _____

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

Stage 2 - Problem description:

Unable to meet ministry protective service monitoring standards/expectation – Ongoing contact with family, CICs, schools, foster parents, service providers; comprehensive risk assessments and risk reduction plans; voluntary care agreements; and special need agreements.

Unable to meet ministry protective service support standards/expectations – daycare and other referrals/renewals or service and timely review of service provider reports.

Unable to meet ministry protective service meeting standards/expectations – attend meetings and set up integrated case management.

Unable to meet ministry protective service documentation standards/expectations on – case notes, case transfers, closing recordings, updating computer screens, updating risk assessments, risk reduction plans and plans of care.

Unable to meet ministry protective service standards/expectations in the following areas – home visits, telephone calls and consultation with supervisors.

Court – preparing court documents; consultation with supervisor; meet with lawyers; extensive preparation for some hearings; and multiple court appearances for each file.

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>Ongoing vacancies exist at this worksite</u>		
<input checked="" type="checkbox"/>	Additional Functions Assigned to the Employee (specify) <u>Ministry standards and expectations are continually changing and expanding.</u>		
___	Training required	<input checked="" type="checkbox"/>	Competing demands
___	Other _____		

Employee's signature: _____ Date: _____