

# EXAMPLE

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

### PLEASE PRINT

Employee name: \_\_\_\_\_ Job Title: Youth 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, creating files, contact recordings, and alternative measure agreements.

**Unable to meet ministry caseload management standards/expectations** – integrated case management, pre-sentence reports requests, documentation on all events on high risk/high need clients, computer entry in a timely fashion, curfew checks, safety issues, and home visits.

**Unable to meet ministry guardianship standards/expectations** – 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
_____	Absence of staff (specify) _____		
_____	Additional Functions Assigned to the Employee (specify) _____		
_____	Facilitation of Core Programs _____		
_____	Training required	<input checked="" type="checkbox"/>	Competing demands
<input checked="" type="checkbox"/>	Other <u>Inadequate office space to hold meetings</u> _____		

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