

JOB DESCRIPTION

Benchmark Job #037

Ministry: Health
Branch: Community Health
Location: Nanaimo

Working Title:
Level:
NOC Code:

Dental Hygienist
Range 24
3222

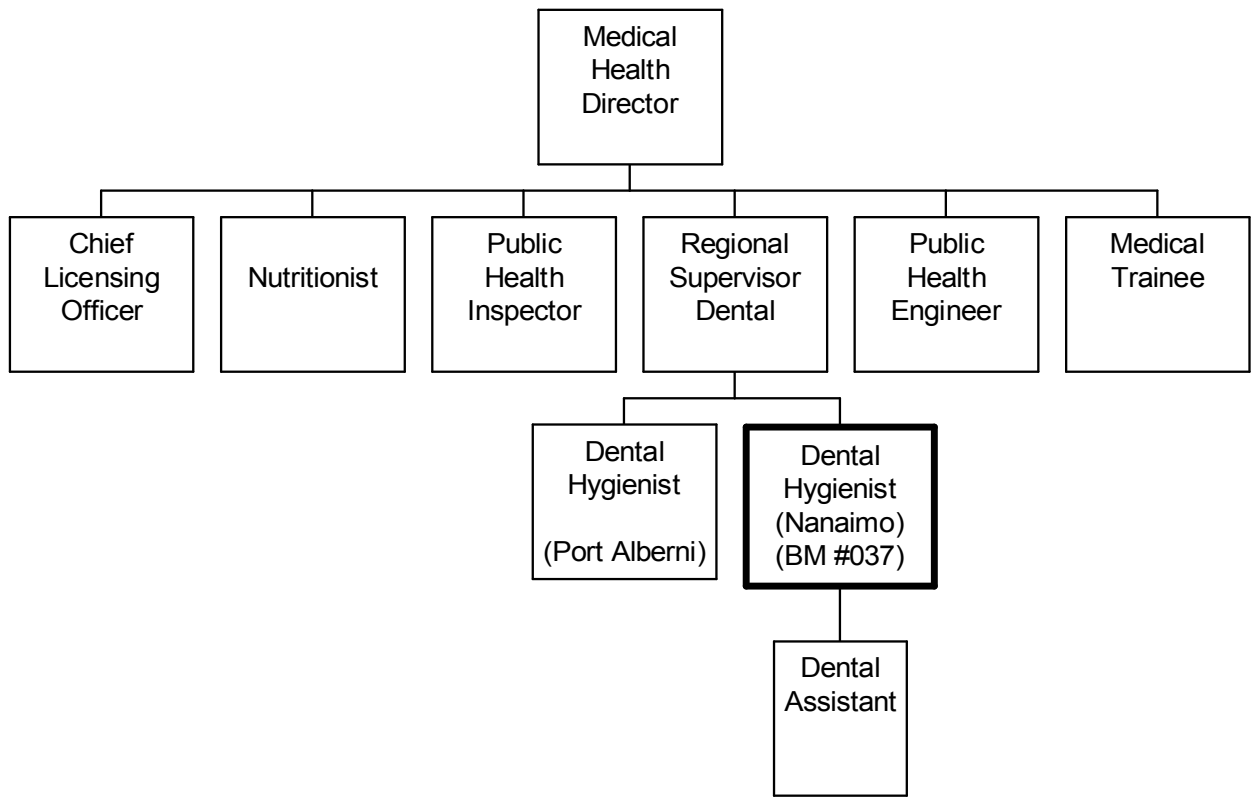
PRIMARY FUNCTION

To develop and deliver dental health prevention and promotion services for communities in an assigned geographic area.

JOB DUTIES AND TASKS

1. Develops and delivers dental health programs in the local community
 - a. develops, in conjunction with the health unit team and community, a dental health program based on identified dental needs, consistent with program policy and guidelines
 - b. identifies target groups and develops community strategies that will meet dental health needs
 - c. compiles and analyzes dental data for the purpose of dental planning, monitoring and evaluation
 - d. prepares quarterly, annual and other reports on the dental health programs
 - e. assists with the preparation of the dental program budget within the health unit and monitors expenditures, including travel vouchers, up to \$10,000
2. Provides direct service delivery
 - a. performs dental health surveys, screenings, referrals and follow-up for individuals in dental programs
 - b. teaches dental health lessons and demonstrations in community settings
 - c. functions as a resource person to members of the community and health unit staff
 - d. provides clients with preventative materials and clinical or counselling services
 - e. identifies research projects and surveys to participate in
 - f. determines eligibility for Urgent Care Treatment Program
3. Supervises a dental assistant (1 FTE)
 - a. recruits, schedules and conducts performance appraisal including taking disciplinary action
 - b. assists in providing training and orientation to new employees
 - c. oversees work performed, delegates duties as required and monitors adherence to program standards
4. Supports interdisciplinary health unit programs
 - a. chairs and/or participates in meetings and committees such as Choosing Wellness and Adult Health
 - b. participates in the development of interdisciplinary workshops
 - c. coordinates inter-agency programs in the community
5. Performs other related duties
 - a. maintains petty cash fund
 - b. orders materials and signs for goods received
 - c. maintains and updates client records and files
 - d. authorizes the use of funds to pay for dental work for eligible clients
 - e. drives a light vehicle to various locations to provide essential dental services

ORGANIZATION CHART
Benchmark Job #037



REASON FOR CLASSIFICATION

Benchmark Job #037

Job Title: Dental Hygienist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of dental hygiene and analyze community requirements to develop and deliver local community dental health prevention and promotion programs.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify dental health strategies in working with community needs to develop and deliver a local community dental program and improve dental health of the community.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to discuss and explain performance problems with employees supervised and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use dental tools to conduct oral screenings.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by program guidelines and dental health standards, plan, organize, implement and evaluate a local community dental health service, to accomplish yearly dental health program goals and develop community education and screening strategies.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to administer the Dental Health Protection part of the Health Unit budget by planning the budget and authorizing expenditures to pay for dental work for eligible clients.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to use a light vehicle to drive to various locations to provide essential dental services.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #037

Job Title: Dental Hygienist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise dental assistant, appraise employee performance and take disciplinary action (1 FTE).	DD	19
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct community dental education and health programs.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually and by touch screen clients for dental problems.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently stand to give lectures and conduct dental examinations.	C	12
12	SURROUNDINGS Exposure to body fluids frequently while performing dental examinations.	C	6
13	HAZARDS Significant exposure to hazards from frequent contact with body fluids while performing dental examinations on patients.	D	9

Total Points: 805.5

Level: Range 24

JOB DESCRIPTION

Benchmark Job #160

Ministry: Health
Branch: BC Centre for Disease Control
Location: Vancouver

Working Title: **Scientist, Research and Development**
Level: Range 24
NOC Code: 2121

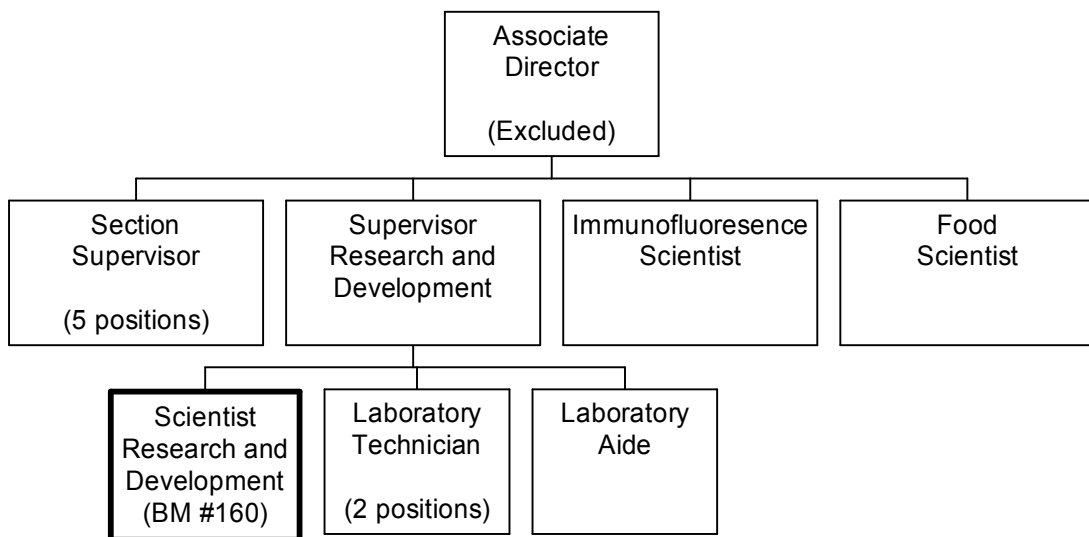
PRIMARY FUNCTION

To plan, conduct and report on the results of laboratory projects, and develop testing methods for infectious organisms.

JOB DUTIES AND TASKS

1. Develops testing methods for viruses, bacteria and/or protozoa
 - a. identifies, gathers, compiles and assesses information from scientific papers relevant to projects, tests and experiments
 - b. plans projects and experiments in consultation with Supervisor
 - c. conducts experiments to develop methods for testing samples and detecting infectious organisms
 - d. recommends and updates testing methods and procedures in reaction to developments in molecular diagnostics
 - e. conducts experiments to classify organisms including determining whether two infections are from the same source
 - f. detects and analyzes DNA and RNA information by conducting experiments on blood, spinal fluid and other fluids
 - g. maintains laboratory records, compiles data from experiments onto computer database and prepares reports on test results and methodologies
 - h. sends test results to doctors as required
 - i. controls sensitive laboratory processes in the development of methods to test and detect infectious organisms
2. Provides training and scientific and technical advice to other staff, doctors and external clients
 - a. provides training to technicians and graduate students on testing samples and lab procedures and methods
 - b. provides instruction on molecular biology techniques to visiting interns, doctors and other external clients
 - c. participates in planning projects including developing methods for testing samples, calculating amounts of chemicals for media and chemical solutions and testing prepared media and solutions
 - d. provides advice on how to solve problems, search for information and on use of laboratory methods
 - e. prepare and present teleconferences on technical subjects
3. Performs other related duties
 - a. orders laboratory supplies and chemicals etc. and signs for goods received
 - b. operates laboratory equipment such as centrifuges, polymerase chain reaction (PCR) machines, balances, rotary evaporator, and audio-visual equipment, microscopes
 - c. maintains clean work areas
 - d. maintains and updates laboratory procedural manual
 - e. performs routine analysis of specimens and releases test results
 - f. arranges purchases and validates receipt of external orders; arranges price of reagents

ORGANIZATION CHART
Benchmark Job #160



REASON FOR CLASSIFICATION

Benchmark Job #160

Job Title: Scientist, Research and Development

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of molecular biology to plan and conduct research projects, and experiments to develop new clinical laboratory testing methods, and teach diagnostic techniques.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify testing techniques and approaches to design sets of experiments to solve problems and conduct experiments to develop new clinical laboratory testing methods.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of molecular biology laboratory techniques with interns and other external clients.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to measure and weigh minute amounts of chemicals and reagents using pipetting devices and microbalance.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general scientific and diagnostic testing standards, plan and conduct sets of molecular biology experiments, research and develop new diagnostic methods, teach molecular biology techniques to staff and external clients.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to purchase material (e.g. reagents) and validate receipt of external orders.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control sensitive laboratory processes in the development of methods to test samples and detect infectious organisms.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #160

Job Title: Scientist, Research and Development

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training to staff technicians on diagnostic techniques.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to provide specimen analysis to aid doctors in diagnosis.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Attention to detail to frequently visually and by touch prepare and process specimens, process slides and record results when testing new methodologies.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly work in awkward positions such as leaning over microscopes and other laboratory equipment.	D	18
12	SURROUNDINGS Exposure to loud noise from laboratory equipment frequently.	C	6
13	HAZARDS Significant exposure to hazards from frequent working with or near infectious micro-organisms and toxic chemicals.	D	9

Total Points: 819.5

Level: Range 24

JOB DESCRIPTION

Benchmark Job #125

Ministry: B.C. Mental Health Society
Branch: Clinical Programs
Location: Riverview Hospital

Working Title: Program Clinical Dietitian
Level: Range 24
NOC Code: 3132

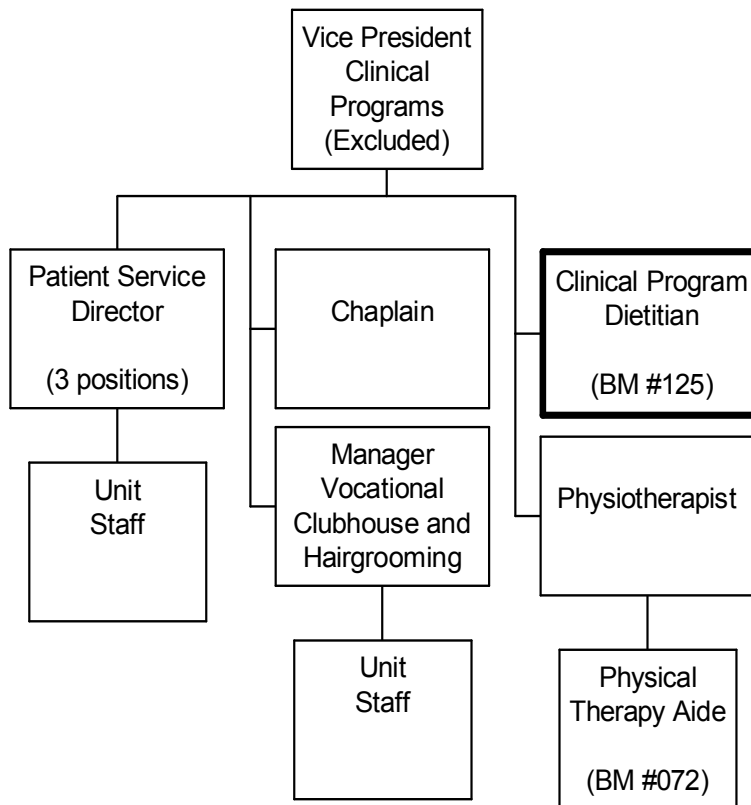
PRIMARY FUNCTION

To assess and coordinate the nutritional needs of patients in a psychiatric institution by using medical nutrition therapy and the principles of psychosocial rehabilitation.

JOB DUTIES AND TASKS

1. Provides nutritional client care services for patients with severe and chronic mental illness
 - a. assesses patients' nutritional status, recommends appropriate cost effective interventions, monitor and evaluate outcomes using diet history, biochemical parameters, Body Mass Index, laboratory data, lifestyle/psychosocial factors, observations and other assessment methods
 - b. recommends, interprets, calculates, implements and follows up on diet prescriptions and nutritional diet plans
 - c. calculates and charts nutrient intake for individual patients and records nutritional progress and information on medical records
 - d. participates in ward rounds and treatment team to provide and develop nutritional care services
 - e. monitors patients food intake, weight, and appropriate biochemical parameters such as fasting blood sugar, cholesterol levels, hemoglobin, serum albumin, renal values, etc. to ensure patients' needs are met by the prescribed diet
 - f. evaluates menu items served to confirm that quality standards and diet prescriptions are being met
 - g. provides counseling to individual patients and their families on nutritional principles, dietary plans, food selection, economics and how to adapt plans to patients lifestyle
 - h. promotes acceptance of therapeutic and normal diets by visiting and observing patients at meal times, by discussing food likes and dislikes and by assisting with menu selection
 - i. participates in inter-disciplinary team to plan discharge and provide follow up nutritional care services to patients
2. Performs administrative and educational functions
 - a. compiles and/or develops educational materials for nutrition and cooking education classes for patients, family, staff and community, such as Healthy Lifestyles Program, Taste and Tell Program, and Nutrition Week
 - b. provides formal education sessions on nutrition and food safety to patients, staff and the community
 - c. conducts quality assurance audits of food services
 - d. researches therapeutic dietary interventions for specific medical and psychiatric conditions such as water intoxication, Diabetes, Prader Willi syndrome, Parkinson's Disease, and Anorexia Nervosa
 - e. assigns, monitors and examines the work of assigned dietetic interns and completes student assessments for educational institutions
 - f. orients the activities of occupational therapy students and nursing students as required
3. Performs other related duties
 - a. participates in the development of policies and procedures related to therapeutic and nutrition services
 - b. participates in committee meetings and workshops as required
 - c. purchases work related supplies such as working utensils, kitchen equipment and teaching supplies from program funds
 - d. operates various types of equipment such as calipers, scales, and cooking equipment
 - e. drives light vehicles to escort patients on shopping trips
 - f. ensures scissors and other sharps are accounted for and safely locked up
 - g. uses non-violent crisis intervention techniques to defuse aggressive or hostile behaviour

ORGANIZATION CHART
Benchmark Job #125



ORGANIZATION CHART

Benchmark Job #125

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of human nutrition to provide nutritional care services to patients in a psychiatric hospital; assess patient nutritional needs and develop prescriptive diets; counsel patients and families on nutrition.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify nutritional health approaches in working with individual patient requirements to assess patients' nutritional status and formulate and implement prescriptive diet plans; and provide nutritional counselling to patients and families.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage cooperation and provide advice to psychiatric patients on nutrition and prescribed diets.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to escort patients on shopping trips.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by hospital policies and dietary standards, organize the assessment and management of nutritional needs of patients, formulate individual nutritional care plans and diet prescriptions; audit and assess menu items to ensure quality standards and diet prescription are being met; provide nutritional counselling to patients/families.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to purchase program supplies and kitchen equipment from program funds as needed.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a project information system of patient files and dietary program statistical reports.</p>	C	15

ORGANIZATION CHART
Benchmark Job #125

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine the work of dietetic interns as a typical, recurring task of the job and complete student assessments for educational institutions.	CC	13
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct therapeutic nutritional services to patients in an institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read documents when creating diet plans and prescriptions.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screen or printed material while reviewing and preparing patient information, case notes and documentation.	C	12
12	SURROUNDINGS Exposure to frequent involvement with unpredictable institutionalized patients.	C	6
13	HAZARDS Significant exposure to hazards from frequently working around unstable patients in a psychiatric hospital, who may react violently.	D	9

Total Points: 822

Level: Range 24

JOB DESCRIPTION

Benchmark Job #171

Ministry: B.C. Mental Health Society
Branch: Occupational Therapy
Location: Riverview Hospital

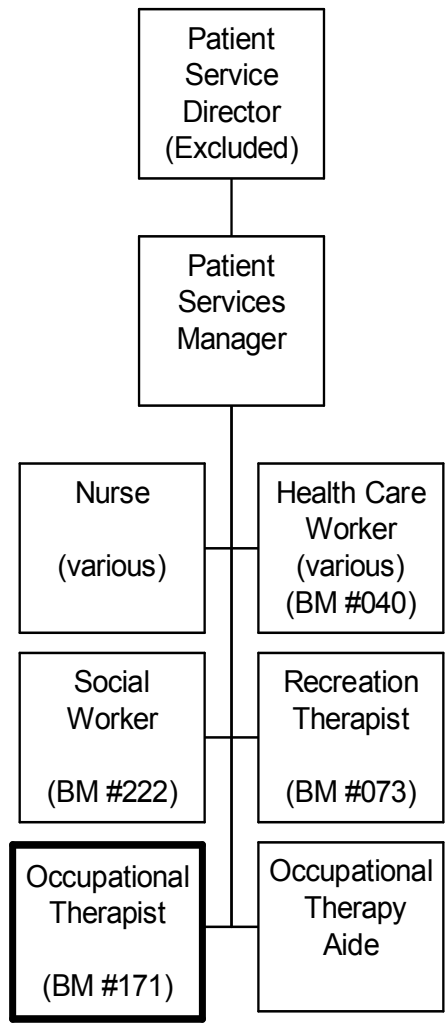
Working Title: **Occupational Therapist**
Level: Range 24
NOC Code: 3143

PRIMARY FUNCTION

To plan, conduct and evaluate occupational therapy services for assigned patients to prevent disability and promote, maintain or restore occupational performance, health and well being.

JOB DUTIES AND TASKS

1. Plans, conducts and evaluates occupational therapy services for an assigned patient caseload
 - a. assesses appropriateness of referrals, including consulting with treatment team
 - b. gathers patient medical and social history by reviewing patient files, interviewing patient and family members
 - c. uses clinical assessment tools to assess functional abilities and occupational performance of patients in self-care, work and leisure, and determines intervention required
 - d. develops individual patient treatment plan in accordance with assessment results and incorporates treatment needs into patient's Individual Plan of Care
 - e. addresses physical disabilities by providing services related to seating, mobility, swallowing assessments, adaptive living equipment, mobility aids and splinting
 - f. plans, implements and adjusts individual therapeutic programs, goals and objectives to meet the specific needs of patients, including group and individual therapy, to improve and maintain skills in coping, communication, self esteem, meal preparation, money management, and community familiarization
 - g. leads life skills, psycho education, skills-oriented or activity based therapeutic groups
 - h. observes and assesses patient behaviour and functional level and documents results of therapy in patient file and makes adjustments to treatment plans as required
 - i. prescribes, fabricates, provides and trains in the use of assistive devices
 - j. participates with inter-disciplinary team in discharge planning
 - k. advocates, assists and trains patients in accessing community resources
 - l. collaborates with treatment team to determine service priorities
 - m. recommends alternative services to the treatment team based on assessed needs
 - n. contributes to case management of assigned patients by participating as a member of the inter-disciplinary team, attending ward rounds, diagnostic and review conferences, and documenting patient progress in ward file
 - o. uses non-violent crisis intervention techniques to defuse hostile and aggressive behaviour
2. Performs other related duties
 - a. maintains and stores equipment and supplies in a secure area; arranges for replacement or repair, and ensures security and the safe usage of equipment
 - b. requisitions or purchases supplies and equipment from established program funds
 - c. estimates annual program material and supply needs, provides budget input to Patient Service Manager
 - d. implements and submits reports to Patient Service Manager and/or Professional Practice Leader on Continuing Quality Improvement (program evaluation) activities such as outcome measures
 - e. drives hospital vehicles to escort patients into the community for assessment and training purposes
 - f. provides input on service standards and planning issues through monthly discipline practice council meetings
 - g. provides clinical direction to Occupational Therapy Aides carrying out occupational therapy program activities
 - h. coordinates and conducts educational sessions explaining and demonstrating occupational therapy programs to clients, family members, staff and/or students



ORGANIZATION CHART

Benchmark Job #171

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of occupational therapy to assess patients' needs; plan and implement individual and group therapy programs for assigned ward, such as life skills, psycho-education, skills-oriented or activity based therapy; prescribe and fabricate assistive devices and provide splinting and seating services for patients.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify occupational therapy techniques with each patient to assess and determine interventions; plan, develop, implement and assess individual and group therapy programs; and design and prescribe assistive devices.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage psychiatric patients to participate in occupational therapy sessions.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use scissors and splinting materials to make or mould splints used in occupational therapy.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by institution policies and occupational therapy standards, plan and implement individual and group therapy programs for assigned ward, such as life skills, psycho-education, skills-oriented or activity based therapy; prescribe and fabricate assistive devices and provide splinting and seating services for patients.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to purchase annual program materials and supplies from established program funds.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to drive light vehicle to escort patients into the community for assessments and training purposes.</p>	C	15

ORGANIZATION CHART

Benchmark Job #171

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES Orients and trains volunteers and assigned patient workers and provides clinical direction to Occupational Therapy Aides carrying out occupational therapy program activities.</p>	B	9
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct occupational therapy to assigned psychiatric patients in an institution.</p>	E	40
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS Focused awareness of others to frequently observe psychiatric patients to assess progress and capabilities during occupational therapy activities and outings.</p>	C	12
11	<p>PHYSICAL EFFORT Relatively heavy physical effort to occasionally push patients in wheel chairs.</p>	D	18
12	<p>SURROUNDINGS Exposure to frequent direct involvement with institutionalized psychiatric patients.</p>	C	6
13	<p>HAZARDS Significant exposure to hazards from frequently working around institutionalized patients during occupational therapy sessions, who may react violently.</p>	D	9

Total Points: 824

Level: Range 24

JOB DESCRIPTION

Benchmark Job #279

Ministry: Health
Branch: Forensic Psychiatric Institute
Location: Port Coquitlam

Working Title: **Vocational Program Administrator**
Level: Range 24
NOC Code: 4212

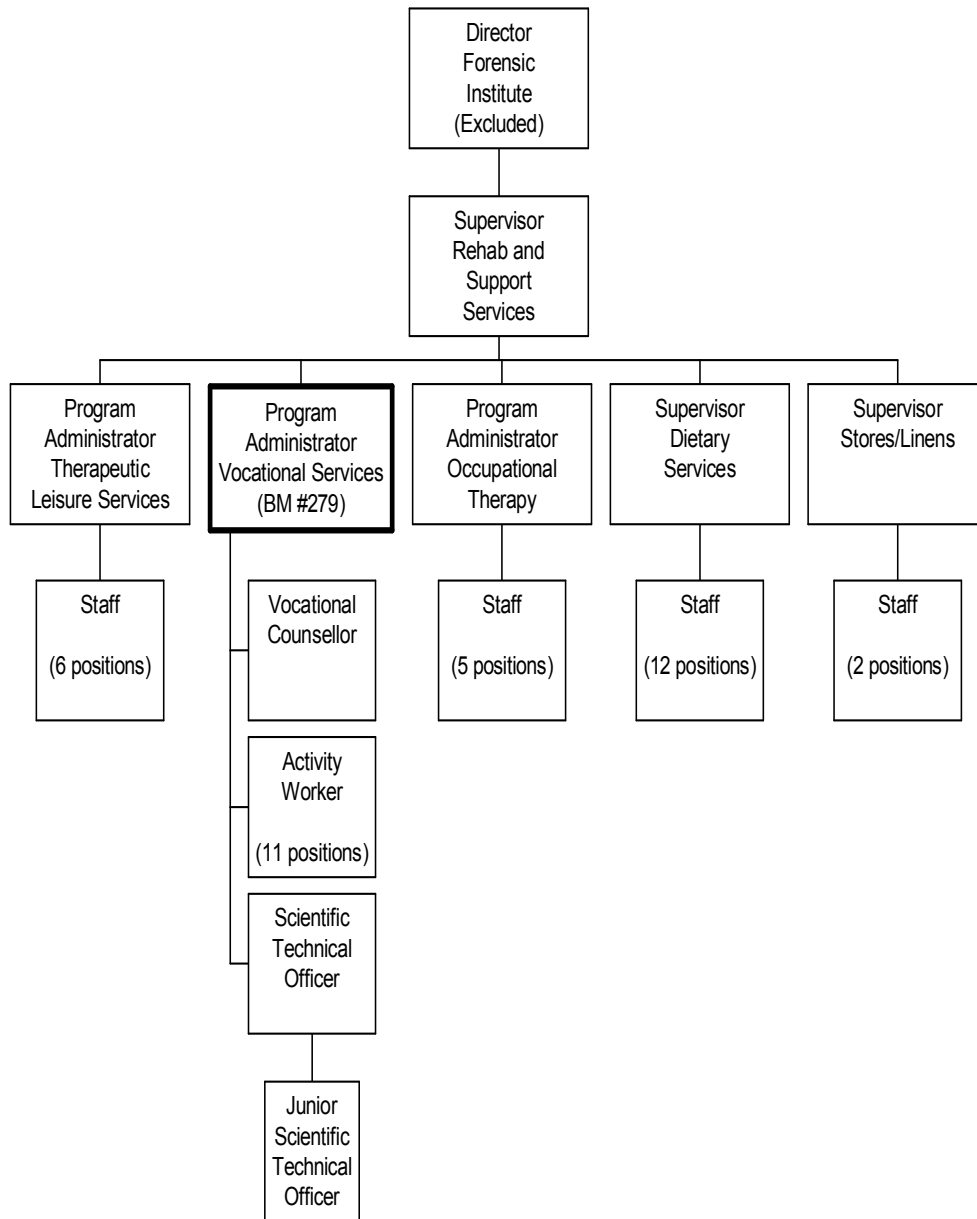
PRIMARY FUNCTION

To coordinate the vocational services program which provides rehabilitation services to mentally ill patients at the Forensic Psychiatric Institute.

JOB DUTIES AND TASKS

1. Coordinates the vocational services program
 - a. assesses and monitors department programming and individual patient program plans to ensure consistency with the goals and objectives of the service
 - b. provides case management advice and consultation to program staff
 - c. formulates and revises operational vocational program policies and procedures
 - d. coordinates the program's services with other program areas to minimize scheduling conflict and ensure patients have the opportunity to participate in various programs
 - e. plans and implements new vocational and activity services and recommends programming changes
 - f. identifies the need for new equipment and community resources
 - g. recommends program changes to the Supervisor of Rehabilitation and Support Services
 - h. ensures all safety and security policies and procedures are followed
 - i. prepares reports, including statistical information, on the program
2. Participates in the assessment of individual patients in the program
 - a. participates in case consultation with patients
 - b. participates in case conferences with other disciplines concerning programs for specific patients and reports on patient progress
 - c. appears before BC Board of Review to respond to inquiries concerning patient's progress in the program
3. Monitors the program budget and oversees financial management of the program
 - a. develops the annual budget and provides supporting rationale
 - b. monitors and balances program expenditures and monitors annual FTE allocation
 - c. negotiates contracts for specific program requirements such as agreements with outside employers for the outsourcing of work (e.g. dismantling of computers)
 - d. coordinates the patients' program incentive gratuities
 - e. orders supplies and equipment
4. Supervises and provides leadership to program staff
 - a. schedules and assigns work and monitors caseloads and workloads
 - b. appraises employee performance, discusses appraisals with staff and takes disciplinary action as required
 - c. ensures staff are properly trained and recommends staff development, education and training
5. Provides consultation and liaison services to the community
 - a. provides outpatients' departments with program information about specific patients and discusses opportunities for outpatients to participate in department programs
 - b. develops and maintains a network of community contacts to facilitate integration of patients into the community (e.g., community agencies, prospective employers, residential resources)
 - c. advocates on patients' behalf for their rights to specific community services
 - d. resolves policy matters and issues that arise from community consultation and liaison activities

ORGANIZATION CHART
Benchmark Job #279



ORGANIZATION CHART

Benchmark Job #279

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of rehabilitation and vocational services to coordinate the delivery of vocational services to patients in a psychiatric institute.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify program operating policies and procedures in working with the requirements of mentally ill patients to ensure consistency with program goals and objectives, plan and implement new vocational and activity services and recommend programming changes, monitor caseloads and ensure patients have the opportunity to participate in programs .</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to discuss employee performance problems and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to community resources and other facilities.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry and Forensic policies and treatment standards, to coordinate the delivery of rehabilitation vocational services and facilitate the reintegration of patients into the community; monitor caseloads and develop operational policies and procedures.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to adapt pre-approved language and negotiate contracts for specific vocational program requirements.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a project information system of resource and community agency files.</p>	C	15

ORGANIZATION CHART
Benchmark Job #279

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance and take disciplinary action (12 FTEs).	DG	23
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to supervise rehabilitation vocational services that assist clients to prepare for reintegration into the community.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read client files, financial documents and reports.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention on case files, financial reports and other documents	C	12
12	SURROUNDINGS Exposure to frequent unpleasant dealings with upset forensic patients during treatment planning sessions.	C	6
13	HAZARDS Significant exposure to hazards from frequent possibility of physical violence from forensic patients.	D	9

Total Points: 830

Level: Range 24

JOB DESCRIPTION

Benchmark Job #172

Ministry: Health
Branch: Mental Health Services
Location: Kamloops

Working Title: **Occupational Therapist (Community)**
Level: Range 24
NOC Code: 3143

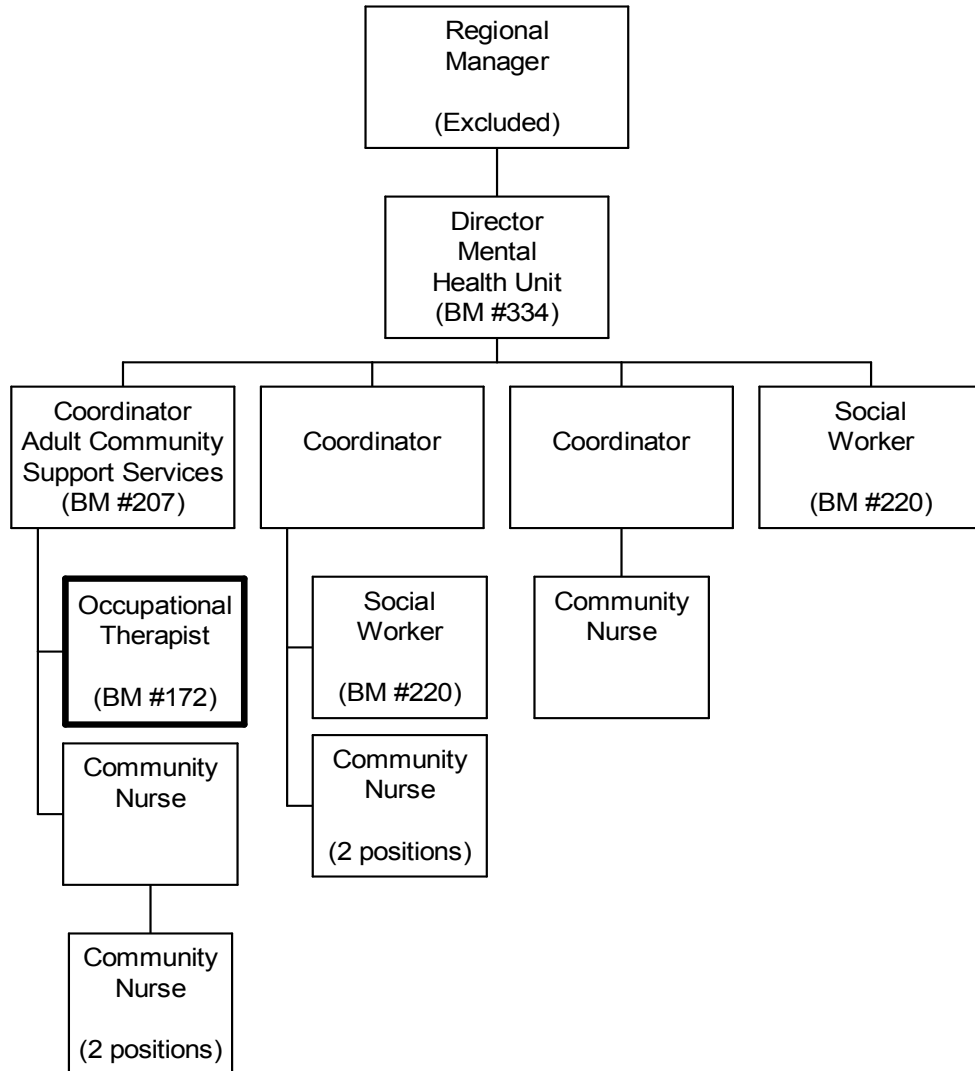
PRIMARY FUNCTION

To plan, develop, provide and assess community occupational therapy services to mentally ill clients.

JOB DUTIES AND TASKS

1. Plans, develops and provides occupational therapy and rehabilitation services to a client caseload
 - a. assesses individual clients in areas of vocational, educational, leisure, sensory-motor, perceptual and functional capacities
 - b. develops a treatment plan and arranges for placement of clients in appropriate community programs including therapeutic volunteer, vocational and recreational programs and special education programs
 - c. counsels mentally ill clients in rehabilitative occupational therapy
 - d. arranges for the provision of home support services to clients
 - e. adjusts treatment plans based on assessments and monitoring of clients
 - f. writes assessments and progress notes onto client files
 - g. attends case review meetings in residential care facilities to examine care plans and make recommendations regarding care when appropriate
 - h. exchanges information and coordinates with other mental health centre staff regarding occupational therapy programs for individual clients
2. Provides advice, training and information to residential care staff, long term care staff, therapeutic and work program coordinators and other community service providers and agencies
 - a. provides guidance and direction in developing therapeutic programming for clients
 - b. develops policies and procedures for residential care facilities and community programs and services
 - c. provides training and instruction to mental health centre staff, home support workers and various community agencies in therapeutic skills for use on clients
 - d. provides guidance, support and explanation of the scope and purpose of therapeutic programs to client support groups such as the BC Schizophrenia Society
 - e. implements occupational therapy and rehabilitation programs through community agencies including the Canadian Mental Health Association, recreation centres and Human Resource Development Canada
 - f. assesses community occupational therapy and rehabilitation programs
 - g. adapts pre-approved language to prepare contract specifications, determines requirements of and administers therapeutic contracts with clients and community agencies
3. Performs other related duties
 - a. provides formal instruction to practicum students
 - b. drives vehicle to hospitals and other facilities
 - c. sets up, updates and maintains files for applications, assessments, clients and contracts

ORGANIZATION CHART
Benchmark Job #172



ORGANIZATION CHART

Benchmark Job #172

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of occupational therapy and rehabilitation to plan, deliver and review a community occupational therapy program for mentally ill clients, develop treatment plans and support systems for clients.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify occupational therapy techniques in working with the requirements of mentally ill patients to determine patient needs and develop treatment plans; provide guidance to various agencies in developing therapeutic programming for clients, and assess community occupational therapy and rehabilitation programs.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage mentally ill adults and children to participate in occupational therapy sessions.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to homes, hospitals and other facilities while providing occupational therapy services in the community.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general ministry policies and occupational therapy standards, plan and deliver community rehabilitation and occupational therapy services, develop treatment plans that include community support resources, provide consultation to community agencies, develop policies for care facilities and community programs and assess community occupational therapy and rehabilitation programs.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to adapt pre-approved language to prepare contract specifications and determine requirements of therapeutic contracts with clients and community agencies.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a project information system of assessment and applicant files.</p>	C	15

ORGANIZATION CHART
Benchmark Job #172

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal instruction to practicum students.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide rehabilitative therapy and occupational therapy, assessment and treatment programs to mentally ill clients in the community.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused awareness of others to frequently observe clients to determine needs and develop and monitor therapy plans.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently bend, crouch, reach or stretch while conducting occupational therapy sessions.	C	12
12	SURROUNDINGS Exposure to frequent unpleasant dealing with upset mentally ill clients during occupational therapy sessions.	C	6
13	HAZARDS Significant exposure to hazards from frequently working around mentally ill clients who may react violently.	D	9

Total Points: 836

Level: Range 24

JOB DESCRIPTION

Benchmark Job #075

Ministry: BC Mental Health Society
Branch: Clinical Programs
Location: Riverview Hospital

Working Title: Art Therapist
Level: Range 24
NOC Code: 3144

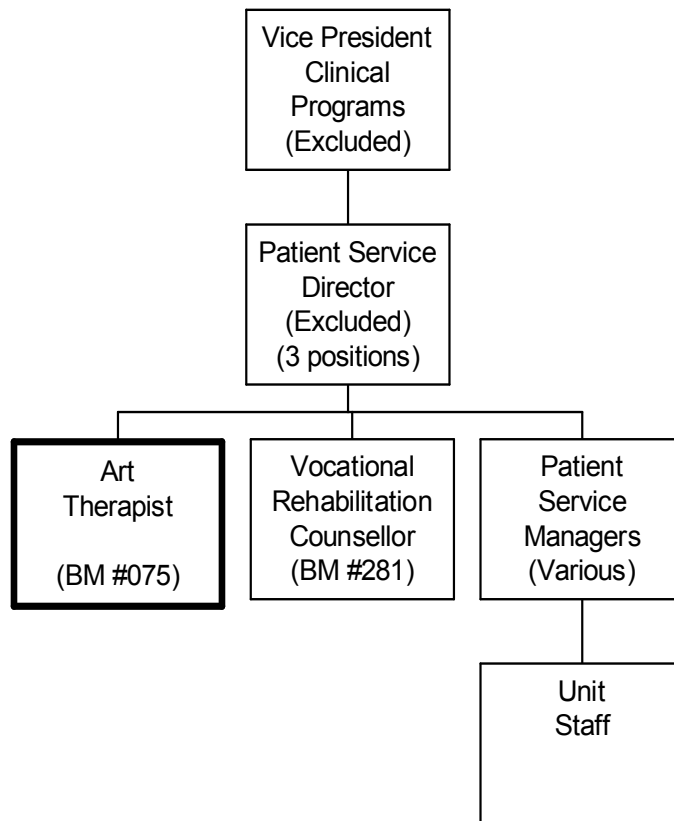
PRIMARY FUNCTION

To determine patient's level of psychosocial skills using art to assess non-verbal behaviour, interaction with materials and creative processes and to assist patients to develop skills and behaviours appropriate for involvement in other rehabilitation programs or in preparation for community integration.

JOB DUTIES AND TASKS

1. Develops, implements and adapts individual and group art therapy programs for referred patients to encourage self expression, identify issues and trauma areas, build insight and open communication on a variety of personal and/or everyday issues
 - a. assesses patient's abilities, skills and interests by interviewing patient, reviewing clinical records and observing functional abilities to determine what themes and issues underlie patient's behaviour, abilities and responses towards art and to establish patient's personal goals in art therapy
 - b. develops an individual art therapy treatment plan in accordance with assessment results and in conjunction with patient and/or treatment team
 - c. plans, implements and adapts therapeutic movement and art processes to meet specific needs of patients
 - d. designs and adapts art materials and equipment to maximize direct patient involvement
 - e. observes, evaluates and documents patient behaviour, expressed issues, abilities, performance and progress during Art Therapy sessions and makes adjustments to treatment plan as required
 - f. provides a safe and contained environment for patients to express and process strong emotions
 - g. contributes to case management of assigned patients by participating as a member of the inter-disciplinary team and attends ward rounds, diagnostic and review conferences
 - h. participates with inter-disciplinary team in discharge planning by identifying and orienting patient to community resources
 - i. advocates on behalf of patients within the hospital and in the community
 - j. controls upset or angry clients through the use of non-violent crisis intervention techniques
 - k. instructs volunteers and/or patient workers on procedures
2. Performs administrative duties
 - a. maintains/stores equipment and supplies in a secure area, arranges for replacement or repair
 - b. implements and submits reports to Professional Practice Leader on continuing Quality Improvement (program evaluation) activities such as workload measures, patient satisfaction surveys, etc.
 - c. determines needs and purchases supplies/equipment for activities, and maintains and updates inventory
 - d. estimates annual program material and supply needs, provides budget input to Professional Practice Leader
 - e. monitors patient attendance and keeps statistical program records
 - f. ensures work areas and equipment are kept clean, free of safety hazards and ensures equipment is properly stored
3. Performs other related duties
 - a. organizes patient art exhibits and handles cash from artwork sales
 - b. drives vehicles to escort patients on outings, such as purchasing art supplies and visiting art galleries
 - c. exchanges and shares information regarding patient progress and attendance with ward staff
 - d. attends department meetings, ward rounds or professional practice councils as required
 - e. provides clinical teaching and art therapy experiential demonstrations at conferences and professional development courses to staff, students and visitors
 - f. assigns, monitors and examines the work of assigned art therapy students and completes student assessments for educational institutions

ORGANIZATION CHART
Benchmark Job #075



ORGANIZATION CHART

Benchmark Job #075

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of creative art therapy in order to assess patients' needs, develop and implement individualized and group patient expressive therapy programs for referred psychiatric patients in an institution, identify issues/trauma, encourage self expression and development of skills and behaviour appropriate for involvement in other rehabilitation programs.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify creative art therapy techniques in working with the requirements of psychiatric patients to assess patient's abilities; plan, develop, and adapt individual and group therapy programs and design and adapt art materials and equipment to maximize patient involvement.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Influence required to use formal counselling skills to provide art therapy to psychiatric patients to enable them to develop behaviours appropriate for involvement in other programs or community integration.</p>	E	60
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to teach art activities to psychiatric patients as part of creative art therapy.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by hospital policies and art therapy standards, plan, develop, and adapt individual and group therapy programs; develop treatment plan based on assessment results and design and adapt art materials and equipment to maximize patient involvement.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to purchase program supplies and equipment from program funds.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to drive light vehicles to escort patients on shopping trips, museum visits and other outings.</p>	C	15

ORGANIZATION CHART
Benchmark Job #075

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine the work of assigned art therapy students, as a typical, recurring task of the job, and complete student assessments for educational institutions.	CC	13
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct expressive creative art therapy to psychiatric patients in an institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused awareness of others to frequently observe psychiatric patients to assess progress and capabilities during art therapy activities and outings.	C	12
11	PHYSICAL EFFORT Relatively heavy physical activity to occasionally push clients during art therapy activities who are confined to wheelchairs.	D	18
12	SURROUNDINGS Exposure to frequent direct involvement with unpredictable institutionalized patients.	C	6
13	HAZARDS Significant exposure to hazards from frequently working around institutionalized patients during creative arts therapy sessions, who may react violently.	D	9

Total Points: 850.5

Level: Range 24

Ministry: Health
Branch: Community Health
Location: Castlegar

Working Title: **Speech Therapist**
Level: Range 27
NOC Code: 3141

PRIMARY FUNCTION

To plan, develop and provide speech therapy services to the community.

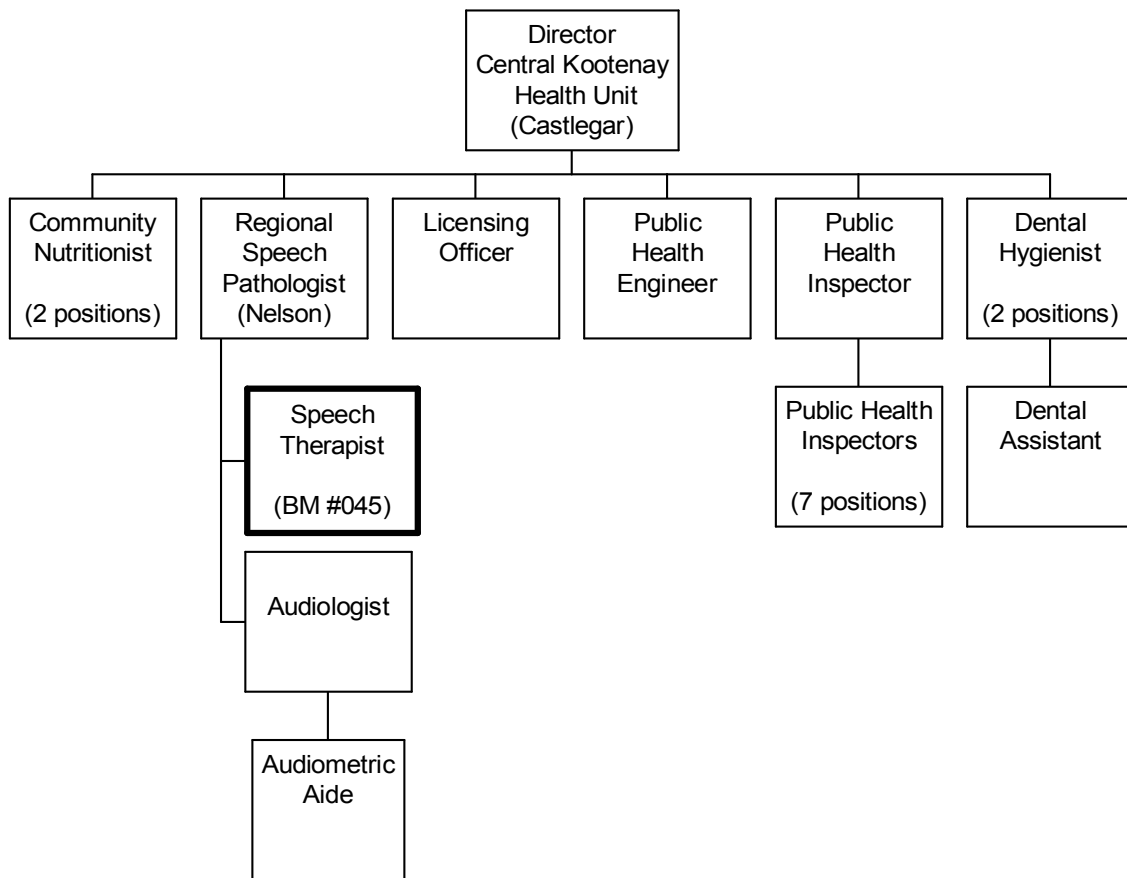
JOB DUTIES AND TASKS

1. Plans and develops the speech pathology program for the Castlegar community
 - a. defines, specifies and prioritizes the target population for delivery of service
 - b. provides services to all age groups if other speech services are not available to them
 - c. plans and develops community program by identifying and developing specific program objectives
 - d. accumulates, maintains and summarizes data for all functions to assess the local speech therapy program
 - e. describes and provides detailed information on speech/language services, program scope and procedures to associated professionals, agencies and others
 - f. works with individuals, organizations and agencies to improve local program service delivery
 - g. administers the speech pathology portion of the Community Health budget and ensures expenditures are within limits
 - h. prepares annual reports on program

2. Provides speech therapy services to the community
 - a. utilizes screening criteria to identify individuals with potential communication disorders for further assessment
 - b. determines the nature and severity of handicap through examination, diagnosis and referrals
 - c. plans an appropriate treatment program, determines short and long term goals and selects or designs appropriate therapeutic procedures
 - d. conducts programs to rehabilitate the communication disorder, reassesses and modifies therapy
 - e. maintains records on referrals, screening and case data, diagnosis, planning, response and progress
 - f. reports progress and status of an individual's therapy to parents, teachers and others concerned
 - g. initiates and participates in conferences with parents, physicians, teachers, agency representatives and other involved in the development of the therapeutic program
 - h. counsels families on coping and dealing with communication disorders
 - i. works with others to coordinate therapy with classroom activities and home environment
 - j. advises and consults with other professionals in determining diagnostic/assessment results
 - k. works with other professionals to provide the most effective program for each client, recognizing and establishing priorities
 - l. refers patients with severe physical or psychological problems to Regional Diagnostic Centre for further assessment and treatment
 - m. uses sign language as a means of communication

3. Performs other related duties
 - a. advises/educates other agencies in the community on the Speech and Hearing Program
 - b. informs the community of services offered and the importance of early identification, intervention and prevention programs
 - c. conducts formal and informal research projects to improve local program delivery and practices
 - d. orders and maintains equipment and supplies for the program
 - e. assigns, monitors and examines the work of assigned speech therapy students and completes student assessments for educational institutions
 - f. drives to patient homes, other health units and hospitals to provide services

ORGANIZATION CHART
Benchmark Job #045



ORGANIZATION CHART

Benchmark Job #045

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant and specialized speech therapy program to plan, develop and provide speech therapy services to individuals and the community.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to modify speech therapy techniques to plan and deliver a local community speech therapy program; assess community needs; examine and diagnose clients; select or design appropriate therapeutic procedures and reassess and modify therapy as required.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Influence and formal therapeutic counselling skills required to communicate and initiate correction of speech or language disorders in children.</p>	E	60
4	<p>PHYSICAL COORDINATION AND DEXTERITY High level of coordination and dexterity required to communicate using sign language with persons who have speech disorders.</p>	E	33
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general ministry policy and speech therapy standards, plan and assess a community speech therapy service to accomplish program goals.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to administer the speech pathology portion of the Community Health budget and ensure expenditures are within limits.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to organize a single user information system by setting up and maintaining medical and audio video records on patients.</p>	C	15

ORGANIZATION CHART
Benchmark Job #045

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine the work of assigned speech therapy students, as a typical, recurring task of the job, and complete student assessment for educational institutions.	CC	13
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide diagnosis and treatment for clients with language and speech disorders.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently observe and listen to clients who are in speech therapy.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently bend, kneel and crouch when working with children.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with upset children while providing speech therapy.	B	4
13	HAZARDS Limited exposure to hazards from regular driving to homes, health units and hospitals.	B	4

Total Points: 880.5

Level: Range 27

JOB DESCRIPTION

Benchmark Job #044

Ministry: BC Mental Health Society
Branch: Occupational Therapy
Location: Riverview

Working Title:
Level:
NOC Code:

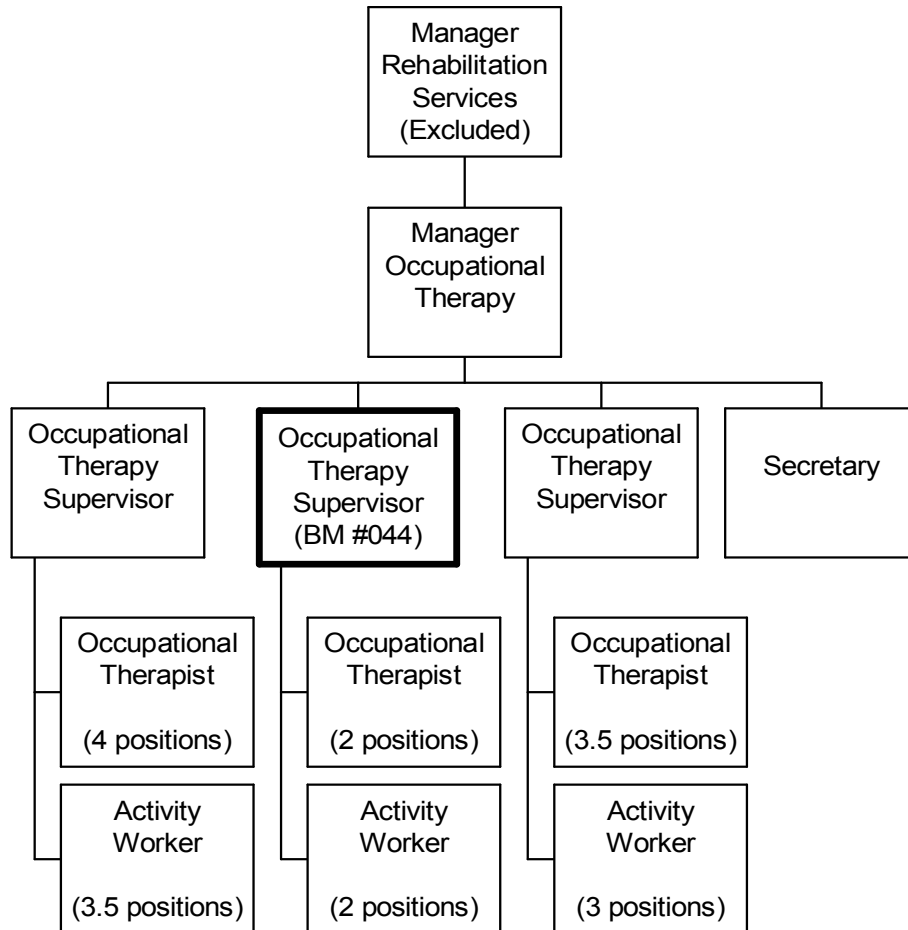
Occupational Therapy Supervisor
Range 24
3143

PRIMARY FUNCTION

To supervise, plan and conduct occupational therapy programs and to develop, assess and set unit standards.

JOB DUTIES AND TASKS

1. Plans and conducts occupational therapy programs
 - a. conducts patient assessments and plans and executes programs specifically designed for referred patients in occupational therapy
 - b. prepares discharge plans and summaries
 - c. exchanges information with referring physicians and other team members regarding the effectiveness and development of occupational therapy programs
 - d. maintains and updates clinical records of patient progress
 - e. counsels and stabilizes psychiatric patients through occupational therapy
 - f. controls upset or angry clients using non violent intervention techniques
2. Develops unit standards and directs unit occupational therapy staff
 - a. develops and sets standards and assesses results for an occupational therapy unit
 - b. supervises occupational therapists and activity workers including recruiting, scheduling, training, assigning work, advising, conducting performance appraisals and initiating disciplinary action
 - c. provides orientation to nursing students and volunteers on occupational programs and trains practicum occupational therapy students
 - d. prepares reports and statistics on quality of programs provided, unit workload and patient activities
 - e. tests and assesses new occupational therapy techniques
3. Performs other related duties
 - a. participates in meetings, on committees and in Hospital Public Relations Programs
 - b. provides information on programs offered by the department for staff, students and visitors
 - c. maintains inventory records
 - d. prepares and submits monthly unit reports
 - e. maintains equipment and arranges for repair if required
 - f. ensures that unit is safe and kept clean
 - g. purchases annual program materials and supplies and maintains and reconciles petty cash



ORGANIZATION CHART

Benchmark Job #044

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of occupational therapy to plan, research and review patient therapy requirements and to supervise, set standards and evaluate an occupational therapy unit.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify occupational therapy techniques and plan and administer an occupational therapy unit in a hospital.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage psychiatric patients to participate in occupational therapy sessions.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use non-violent intervention techniques to control upset or angry clients in an institution.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general institution policies, resources, patient needs and occupational therapy standards, to plan, organize, evaluate and conduct occupational therapy services in an institution.</p>	F	175
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to purchase annual program materials and supplies within a limited program fund.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a single user project information system of various statistical reports on occupational therapy unit activities.</p>	C	15

ORGANIZATION CHART
Benchmark Job #044

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise occupational therapists and activity workers, appraise employee performance and initiate disciplinary action (4 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct occupational therapy services to patients in an institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to observe patients frequently to assess progress and capabilities in therapy sessions.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to occasionally push patients in wheelchairs.	D	18
12	SURROUNDINGS Exposure to frequent unpleasant dealings with verbally abusive, mentally ill patients in therapy.	C	6
13	HAZARDS Significant exposure to hazards from frequently working around institutionalized patients who may react violently.	D	9

Total Points: 835

Level: Range 24