

JOB DESCRIPTION

Benchmark Job #279

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

Working Title: **Vocational Program Administrator**
Level: Range 24
Classification: Activity Worker

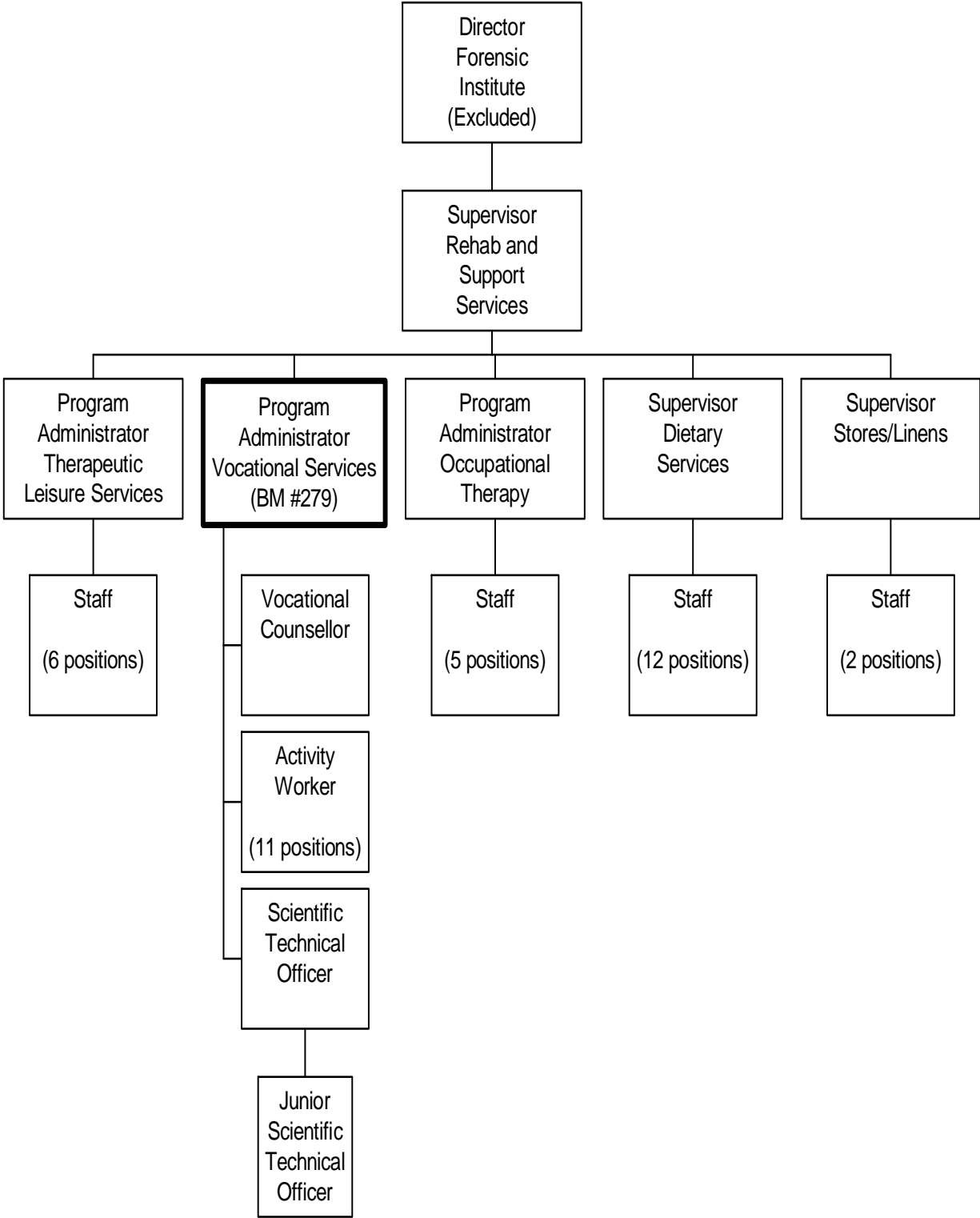
PRIMARY FUNCTION

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



REASON FOR CLASSIFICATION

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Job Title: Vocational Program Administrator

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

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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