

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00727	Pay Grade:	10
JD Title:	Program Coordinator	JD FTE Hours:	35
Job Family:	Program		

General Description

Responsible for developing, coordinating, implementing, and evaluating exercise rehabilitation programs for individuals enrolled in community exercise programs, including patients with cardiovascular disease as well as otherwise healthy individuals who may have risk factors for other chronic diseases.

Representative Duties & Responsibilities

- Develop, coordinate, implement, and evaluate exercise rehabilitation programs.
- Troubleshoot problems at all stages of program development and implementation and assist with modifying protocol or procedures to address individual physical challenges and goals.
- Conduct physical examinations to assess clients with physical impairments, functional limitations, and disabilities.
- Conduct ongoing assessments to evaluate participant progress, attitude, and behaviour and apply results to modify treatments.
- Measure essential vital signs including heart rate, blood pressure and respiratory rates utilizing various diagnostic tools.
- Educate patients on pathology, injury management, prevention, and exercise programs.
- Advise patients regarding appropriate healing times, community resources, and appropriateness of pain and discomfort.
- Analyze, measure, and assess rate of change of patient progress over time.
- Design promotional strategies and related materials to encourage participation and support for research projects.
- Write funding proposals.
- Coordinate a variety of fundraising activities.
- Exchange technical and administrative information with colleagues and project participants.
- Interview study participants to gather qualitative and quantitative data.
- Liaise with participants and others regarding clinical exercise tests, specific exercise-related issues, and the participant's progress while participating in the program.
- Address participant behaviour and progress and communicate concerns or changes to the participant's condition and rehabilitation to the Program Director.
- Interview participants to determine their current health, wellness, and rehabilitation status and goals.
- Identify what accommodations will be required for exercise prescription.
- Provide training to allow participants to develop, maintain, or restore physical fitness and endurance.
- Plan and schedule patient treatments.
- Demonstrate to participants the use of specialized exercise equipment.
- Estimate the time and resources required for a variety of project events and activities.
- Implement and maintain project budgets. Create financial projections and make adjustments to project budgets throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts in conjunction with the Department Administrator.
- Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies.

Supervision

- Ongoing responsibility for hiring and supervising 10 or more casual employees at any one time.

Qualifications

- Master's degree in Kinesiology or related field of study.
- Requires 4 years of relevant experience, including one year of supervisory experience.
- Must hold the American College of Sports Medicine (ACSM) or the Canadian Society for Exercise Physiology (CSEP) certification.

Effort

Physical Effort:

- A typical work day consists of up to 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process documents, enter data into databases and enter financial information into spreadsheets.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
 - Periods of standing to monitor participants.
 - Moving and carrying pieces of equipment and apparatus.
- A typical work day occasionally requires high physical effort for activities such as:
 - Demonstrating to participants the use of specialized exercise equipment.

Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
 - Collecting routine information, word processing routine documents, and inputting data into databases and spreadsheets.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Conducting physical examinations to assess clients with physical impairments, functional limitations, and disabilities.
 - Conducting ongoing assessments to evaluate participant progress, attitude, and behaviour and apply results to modify treatments.
 - Measuring essential vital signs including heart rate, blood pressure and respiratory rates utilizing various diagnostic tools.
 - Advising patients regarding appropriate healing times, community resources, and appropriateness of pain and discomfort.
 - Analyzing, measuring, and assessing rate of change of patient progress over time.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Developing rehabilitation programs.
 - Troubleshooting problems at all stages of program development and implementation and assist with modifying protocol or procedures to address individual physical challenges and goals.

Working Conditions

Physical Environment:

- Occasionally required to wear protective equipment such as gloves and masks when performing first aid.
- Occasionally exposed to repulsive substances such as bodily fluids.

Psychological Environment:

- Occasionally deals with individuals who may be rude or upset.
- Frequently handles competing requests from multiple sources.

Health & Safety:

- Lifting and transporting participants.
- Demonstrating physical activities and exercises.

Job Description Rating Sheet

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JD #:	JD00727	Pay Grade:	10
JD Title:	Program Coordinator	Total Points:	650
Job Family:	Program		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.5	94
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.5	17
	4. Interpersonal Skill	4.0	54
	5. Education and Experience	F3	123
	6. Dexterity and Coordination	3.0	21
Effort	7. Physical Effort	3.0	18
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	3.5	55
	10. Responsibility for Others	4.0	78
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	4.0	93
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	2.0	16