

EXAMPLE
SOCIAL, INFORMATION AND HEALTH COMPONENT

APPENDIX 4 – WORKLOAD REPORT

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?

- 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 Competing demands
 Other Inadequate office space to hold meetings _____

Employee's signature: _____ Date: _____