

## 4.3 JOB DESCRIPTIONS POLICY

The Burnaby Association for Community Inclusion is committed to maintaining a workforce that demonstrates the values and visions of the organization. BACI recruits and hires employees who demonstrate the necessary skills and qualifications to support the individuals and families served by the organization in the best possible way. Staff are made aware of the job skills, duties, values, and qualifications through Job Descriptions and/or Performance Expectations. Current Job Descriptions are maintained for all employees of the Burnaby Association for Community Inclusion.

### **Job Descriptions:**

Every employee will have a job description.

Each job description identifies:

- Job Title
- Job Goal
- Qualifications
- Job Requirements
- Education and Training
- Related Work Experience
- Duties & Responsibilities
- Designated Authority
- Terms of the Employment
- Hours of Work
- Salary Range
- Other Relevant Requirements

Every employee of the Burnaby Association for Community Inclusion must fulfill the components outlined in his/her specific Job Description unless special consideration is authorized by the Program Manager and/or Executive Director.

### **Performance Expectations:**

Employees working in Adult & Youth Services also have Performance Expectations they must meet. The Performance Expectations are outlined in the following categories:

- Values
- Communication
- Professional
- Administration
- Supports to Individuals:
  - Relationships
  - Being Part of the Community
  - Home Life
  - Communication

- Health and Safety
- Personal Growth and Development
- Employment.

Employees working in Children’s Services also have Performance Expectations they must meet. The Performance Expectations are outlined in the following categories:

- Values
- Communication
- Professionalism
- Administration
- Supports to Children and Families:
  - Health and Safety
  - Positive Social Atmosphere
  - Child Development
  - Diversity and Inclusion
  - Families as Partners
  - The Child Care Team.

**Review of Job Descriptions and Performance Expectations:**

Job Descriptions are reviewed at a minimum of every three years. The review process will be led by the Program Manager and Manager of Human Resources & Quality Assurance. Input from Program Supervisors and support staff will be gathered and used in the review process. The review process is intended to keep Job Descriptions accurate and relevant.

Performance Expectations are also reviewed at a minimum of every three years. The review process will be led by the Program Manager and Manager of Human Resources & Quality Assurance. Input from people receiving support, families, Program Supervisors, and support staff will be gathered and used in the review process. The review process is intended to keep Performance Expectations accurate and relevant.

Job descriptions are also reviewed and adjusted as required by changes in the Collective Agreement.

**New Position:**

When a new employment position is created within a program or service and it does not fall within the job classifications and requirements of the existing Job Descriptions, a new Job Description will be developed. The Program Manager responsible for the program or service will develop the Job Description. The Program Manager will review the Job Description with the Executive Director.

When an exempt position is created outside of the existing Job Descriptions, the Executive Director is responsible for developing the new Job Description.

**Intranet:**

A copy of each Job Description and Performance Expectation is kept in the Human Resources section of the intranet. The Manager of Human Resources & Quality Assurance (or designate) is responsible for updating the Job Description located there.