



## **JOB DESCRIPTION**

Salary Grade: 3 CUPE 1328
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**Job Title:**  
**Clerk Typist - Psychology**

### **PRIMARY FUNCTION**

The primary purpose of this job is the maintaining and updating of confidential files and card system on children assessed by Psychology, Social Work, Psychiatry and Special Education personnel on a daily basis and the recording and distribution of reports and requests for information.

### **MAIN RESPONSIBILITIES**

1. Maintains and updates central files on all children seen by Special Services Personnel (Psychology, Social Work, Psychiatry and Special Education) by:
  - receiving various pieces of information from secretary or from the Field Centres
  - filing information in appropriate file by cross-checking name and birthdate with current file when possible
  - typing name of student and birthdate on label and setting up a new file when required
  - placing appropriate code on labels for quick identification and reference (e.g. yellow – secondary schools).
2. Maintains a large card system for all Special Services Departments and Field Centres to determine if and where previous assessments have been done on a student by:
  - receiving cards from Field Centres or generating card at the C.E.C.
  - designating, in lower right corner, which Field Centre student's file is located in if no file present at the C.E.C. (e.g. N.Y. = North York)
  - coding cards with appropriate stickers to help identify students (e.g. yellow-secondary schools; blue-trainable retarded; green-gifted)
  - filing cards in alphabetical order according to year

- transferring cards of 16 and 21 year old student files to reserve section of index catalogue.
3. Records and handles the distribution of reports and requests for information from outside agencies, hospitals, school boards, etc. for all Field Centres, including C.E.C., in the areas of Psychology, Social Work, Special Education and Psychiatry by:
- receiving incoming reports in the mail from other school boards, hospitals, children centre, etc. (all reports addressed to Chief Psychologist)
  - cross-checking the name of student and date of birth on report with those in the card file to determine school, region and attending Psychologist/Psychometrician or Social Worker
  - forwarding report to designated person (Psychologist/Psychometrician or Social Worker) and Field Centre
  - checking with research to see if student is registered or with person making request if no card
  - receiving requests for information in the mail (all requests addressed Chief Psychologist)
  - checking request to ensure that Form 14 is present and properly completed (especially parents signature, when dated, witness, etc.)
  - presenting request to Chief Psychologist for directions regarding necessary documents to be forwarded
  - pulling required files from Current Files or from Storage Room (located in underground parking) if request involves older student
  - pulling and tracking files as well as ensuring that information received from Field Centres is in files for Central Identification and Review Committee meetings
  - photocopying required information as directed
  - receiving covering letter signed by Chief Psychologist
  - forwarding letter and information to distribution (Field Centre, hospital, company, etc.)
  - recording all requests made and attended to (noting date, report or information, students name, school, form, sent).
4. Provides assistance and relief to the Department secretary by:
- photocopying materials to be sent to all psychology staff, when required
  - typing envelopes and letters when required
  - relieving secretary during lunch hours and breaks and daily from 3:30 – 4:30 p.m.
  - answering phones and taking messages for members of the Department
  - booking appointments and typing and compiling appointment Form for members of the Psychological and Social Work Services Departments when secretary unavailable.
5. Maintains the files of children over the age of 16 which are separated from the current files and all those students over the age of 21 by:

- receiving from Elementary School Field Centres each June, the files of all students who are 16 years old (these number several thousand)
- arranging files in alphabetical order according to year and filing in storage room
- cross-checking name and birthdate on file with available card
- receiving from Secondary School Field Centre each June the files of all students who are 21 years old
- arranging files in alphabetical order according to year and filing in storage room
- forwarding files to Secondary School Field Centre upon request
- placing name and date of birth of student on files which have been received inadequately labelled (involves cross-checking through files, phoning schools and Field Centres to track information) when required.

**SKILL**

- High School diploma or equivalent.
- 6 -12 months related experience.

**EFFORT**

- The complexity of the job is ascertaining the correct identity of students with similar names and birthdates regarding requests for information (required to deal with files of students who have left the Board 20 years ago). Complexity also in co-ordinating the location of files throughout the Board's Field Centres and tracing lost and misplaced files.
- Physical effort required when lifting card trays and various files (approximately 5-10 lbs.). Sometimes required to lift heavier boxes approximately 40 lbs. when other staff unavailable.
- Visual concentration required when checking cards with files and when pulling files.

**RESPONSIBILITY**

- Independence of action in fulfilling requests for information and in checking to see that information in the files corresponds to information on each card (especially names and birthdate).
- Filing errors could result in important and confidential information being lost/misplaced, and children might have to be retested and reassessed. The result of such errors could delay the placement of children in appropriate classes.
- Contact with members of the Psychology Department, Social Work Department, Special Education in performance of daily duties, other contacts with secretaries of Social Services and Psychological Departments in 6 Field Centres. Outside contacts with Psychological and Social Workers at various hospitals, agencies and other school boards. Exposure to confidential information.

**WORKING CONDITIONS**

- Required to work for approximately 3 hours per week in the storage room, which is cold in winter and always dusty and isolated and also subject to fumes from parking area and furnace room, also lighting is very poor. Required to do a lot of organizing and filing in the storage room.
- Volume of work is high during certain periods of the year.