



Provincial Job Description

TITLE:
(317) Staff Scheduler & Supply Clerk

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains all aspects of staff scheduling while adhering to collective bargaining agreements and staffing guidelines. Orders and maintains medical, office and resident supplies while performing general office duties.

QUALIFICATIONS:

- ◆ Office Administration certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience working in an office environment to develop organizational skills and gain an understanding of the functional requirements of the organization.

KEY ACTIVITIES:

A. Staff Scheduling

- ◆ **Maintains staff schedules (e.g., master rotation) in accordance with collective agreement requirements and departmental policies/procedures.**
- ◆ **Calls and schedules staff for replacement of short-notice absences, leaves of absences (e.g., vacations, extended sick leaves).**
- ◆ **Schedules adjustments using a computerized scheduling system according to scheduling processes, collective agreement language, manager guidelines and the employee's proforma information.**
- ◆ **Maintains current seniority lists.**
- ◆ **Formats, prints and posts staff schedules.**
- ◆ **Compiles and posts staff replacement lists.**
- ◆ **Compiles statistical reports for managers.**
- ◆ **Responds to questions and inquiries from employees and managers.**
- ◆ **Works collaboratively with managers on scheduling issues.**
- ◆ **Inputs/updates employee information in scheduling program.**
- ◆ **Provides occasional guidance to the primary function of others including training.**
- ◆ **Provides functional guidance to staff and managers on collective agreements, scheduling processes and computerized scheduling programs.**

B. Administration

- ◆ **Collects, verifies, enters and submits data to payroll.**
- ◆ **Informs payroll of any pay code and/or staff changes.**
- ◆ **Identifies errors and makes corrections.**
- ◆ **Creates and maintains spreadsheets.**
- ◆ **Assists employees in completion of forms.**
- ◆ **Prepares monthly and yearly reports.**

C. Supplies / Inventory

- ◆ **Orders/rotates supplies.**
- ◆ **Checks shipments against packing slips.**
- ◆ **Returns unwanted inventory for credit.**
- ◆ **Follows up on outstanding orders.**
- ◆ **Monitors supply inventory.**
- ◆ **Codes purchase orders to accounts for submission to Accounts Payable.**
- ◆ **Porters supplies.**
- ◆ **Stocks cupboards, tub/medical/resident rooms.**
- ◆ **Performs monthly inventory count of all supplies.**
- ◆ **Maintains resident monthly charge records.**

D. Related Key Work Activities

- ◆ **Creates and maintains various forms (e.g., audits, surveys and questionnaires).**
- ◆ **Monitors monthly statistics.**
- ◆ **Maintains and orders forms for resident charts.**
- ◆ **Prepares physician order forms for lab work and yearly influenza vaccines.**
- ◆ **Performs general office duties (e.g., orders supplies, photocopies, shreds, faxes, emails, processes mail, files).**
- ◆ **Provides reception/telephone services.**
- ◆ **Ensures resident care equipment is in proper operating condition.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 16, 2024