

Staffing Clerk

Part Time

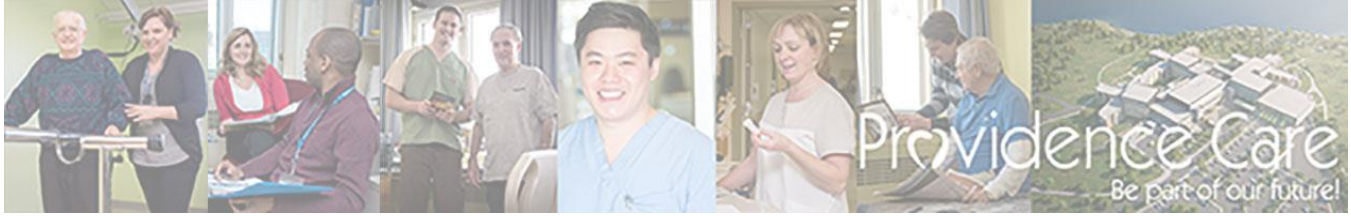
\$26.23-\$28.27

Reference#:21-Staffing Clerk

Reporting to the Manager, Staff Scheduling the Staffing Clerk provides staff scheduling support at all Providence Care locations. The Staffing Clerk will work collaboratively with managers, staff scheduling and Program Managers to ensure best practices for staffing shift vacancies and pre-scheduling staff effectively and consistently within the parameters of all Collective Agreements in place at Providence Care.

Role Responsibilities

- Monitors vacancies to ensure staff complement baselines have been met. Liaises with manager for areas of concern
- Provides education and training on electronic staff scheduling software to new and existing employees within the department and the organization
- Understands the scheduling requirements of all applicable Collective Agreements and proactively identifies scheduling anomalies that are potential violations of these agreements for action by managers, Manager - Staff Scheduling and Labour Relations Staff
- Performs other duties as assigned, including scheduling project work and review and amendment of employee master rotations
- Prepares schedules for posting by allocating staff coverage for known vacancies such as: vacation, education leave, extended sick leave, retirements etc. according to established procedures and within parameters of applicable Collective Agreements
- Provides schedules for management review and approval within applicable posting deadlines
- Receives and processes requests for vacancy coverage as a result of requested leave such as: vacation, sick, leaves of absence, banked overtime, injury on duty, transfer or terminations by preparing appropriate documentation and adjusting schedules accordingly
- Accurately enters all scheduling related data into scheduling software to produce accurate call-in lists, absence reports, and various statistical reports
- Allocates and calls-in relief staff to fill vacancies according to established procedures and within parameters of organizational policies and Collective Agreements
- Accurately completes records of employee acceptance/non-acceptance of shifts within the scheduling software system
- Facilitates timesheet edits/adjustments as needed
- Communicates with Manager, Staff Scheduling to keep apprised of any potential scheduling concerns
- Maintains records of employees' availability within electronic staff scheduling software
- Works in compliance with the Health & Safety Act and its regulations in performing duties in a safe manner and follows all health and safety policies, procedures and legislation including, wearing the appropriate Personal Protective Equipment (PPE), as required



Required Qualifications and Experience:

- Post-secondary diploma in Business Administration, Medical or Office Administration or an equivalent combination of education and experience may be considered
- Minimum of 1 year of recent clerical or call centre experience
- Minimum six months' experience in scheduling in a dynamic environment of persons or events
- Equivalent education and experience may be considered
- Staff scheduling within a unionized health care environment, preferred

Located in Kingston, Providence Care is Southeastern Ontario's leading provider of aging, mental health and rehabilitative care. Continuing the legacy of our Founders, the Sisters of Providence of St. Vincent de Paul, Providence Care provides care and services at Providence Care Hospital, Providence Transitional Care Centre, Providence Manor Long-Term Care home and community locations across Southeastern Ontario.

Providence Care is Fully-affiliated with Queen's University and St. Lawrence College; Providence Care is a centre for health care, education and research, and a member of the Council of Academic Hospitals of Ontario.

To apply for this position please email your Covering Letter and Resume quoting reference number in subject line to work@providencecare.ca

To learn more about Providence Care and other opportunities please visit:

<https://www.providencecare.ca/careers-volunteering/>

We are committed to inclusive and accessible employment practices – Please notify the above if you require an accommodation to fully participate in the hiring process or require recruitment documents in French.