



POSITION DESCRIPTION

POSITION TITLE:	STAFFING CLERK
DEPARTMENT:	HUMAN RESOURCES
CLASSIFICATION:	STAFFING CLERK
UNION:	MGEU – FACILITY SUPPORT
STANDARD GROUP #:	87A

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	HR SUPERVISOR, SCHEDULING / MANAGER, SUPPORT SERVICES
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The Staffing Clerk assists with the interpretation and application of regional policies and collective agreements as they pertain to remuneration, hours of work, scheduling of hours, required payroll functions, replacement of staff and awarding of shifts as well as procedures related to the input, processing and administration of scheduling related functions. This position involves working with management and non-management staff and unions. The position of Staffing Clerk functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

Human Resources - Overall

- In accordance with Interlake-Eastern Regional Health Authority Policies, performs staffing/scheduling procedural duties for all unionized employees.

- Interprets and applies regional policies and collective agreements as they pertain to remuneration, hours of work, scheduling and awarding of shifts.
- Ensures compliance with all collective agreements.
- Ensures compliance with both PHIA and FIPPA as it pertains to employee information.
- Demonstrates high integrity to maintain confidentiality in all matters relating to staff and operations of IERHA.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

Staffing/ Scheduling

1. Provide the staffing/ scheduling functions of the region:
 - a) Obtain staff for known and immediate vacancies in schedule as requested by managers/supervisors or designates, following the provision of the collective agreements and scheduling policies/practices. Advises managers/supervisors or designate as to various options available for staffing unfilled shifts.
 - b) Process staffing/ schedule changes as provided by managers/ supervisors or designates.
 - c) Inform departments as necessary re: coverage, changes in hours, etc.
2. Prints schedules, Daily Staffing Sheets and Available Shift Reports for all sites and departments.
3. Inputs scheduling templates and completes daily data entry for scheduling changes. Assists managers/supervisors in drafting schedule templates for various departments.
4. Approves schedules for processing by payroll department.
5. Ensures compliance with all collective agreements in terms of scheduling, hours of work, remuneration and awarding of shifts.
6. Responsible for reviewing requests and, in consultation with the manager/supervisor as required, award vacations in accordance with the collective agreements.
7. Provides information necessary for preparation of collective bargaining.
8. Maintains filing system for scheduling.
9. Completes scheduling forms and correspondence as required.
10. Provides back-up and relief for other staffing/ scheduling staff as required.
11. Responsible for providing emergency services in the event of a work slowdown, strike, disaster or any other emergent/urgent condition.
12. Demonstrates high integrity to maintain confidentiality in all matters relating to staff and operations of IERHA.

13. Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 education required.
- Post secondary human resources an asset.

REQUIRED KNOWLEDGE:

- Working knowledge of applicable collective agreements, Human Resources policies, procedures and guidelines and all other relevant IERHA policies and procedures
- Remains current in changes to QHR Scheduling Software.

EXPERIENCE REQUIRED:

- One to two years scheduling experience required.
- Demonstrated ability in data entry using scheduling software (QHR Scheduling software preferred).

SKILLS/COMPETENCIES:

- Demonstrated computer skills and proficiency in Microsoft Office.
- Ability to work with a variety of sensitive information to maintain confidentiality
- Demonstrated communication and interpersonal skills
- Ability to maintain positive working relationships in a team based working environment
- Demonstrated organizational skills and attention to detail.
- Ability to work under pressure and meet deadlines thereby establishing priorities and completing assignments on time.
- Ability to work with minimal supervision and frequent interruptions
- Ability to operate required equipment.
- Good physical and mental health to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- May be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created:

Date

Revised:

March 2022

Date

Approved by:

Regional Manager/Supervisor

Date

Approved by:

Regional Lead/ CEO

Date

Reviewed by:

Regional Lead, Human Resources

Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no

instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.