



POSITION DESCRIPTION

POSITION TITLE: REGIONAL SCHEDULING COORDINATOR

DEPARTMENT: HUMAN RESOURCES

CLASSIFICATION:

UNION: NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: MANAGER, LABOUR RELATIONS

POSITIONS SUPERVISED: SCHEDULING CLERKS

POSITION SUMMARY

The Regional Scheduling Coordinator is responsible for the ongoing operation of the Scheduling Office including the scheduling and supervision of staff. Primary responsibilities include the interpretation and application of regional policies and Collective Agreements as they pertain to remuneration, hours of work, scheduling of hours, replacement of staff, awarding of shifts, and the development of procedures related to the input, processing and administration of scheduling related functions. This position assumes responsibility for both staff supervision and program leadership. The position of Regional Scheduling Coordinator 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:

- Responsible for the development and implementation of scheduling procedures and the ongoing evaluation of overall departmental effectiveness, including the appropriate utilization of the QHR scheduling software.

- Acts as a primary resource to all users and the organization as it relates to the QHR scheduling software, its utilization, and ongoing development.
- Has familiarity with the staffing requirements of the IERHA to ensure that the appropriate delivery of patient/client/resident care is provided to the organization with the assistance of the scheduling department.
- Both directly and through the supervision of staff, provides the scheduling/staffing functions for the region.
- Has responsibility for human resource activity in the scheduling department including staff hiring, completion of performance appraisals, providing leadership, direction, and guidance to staff, and participation in all disciplinary actions.
- Interprets and applies regional policies and collective agreements as they pertain to remuneration, hours of work, scheduling, and awarding of shifts.
- Responsible for the set up of new positions and changes to positions related to the QHR application including the ongoing maintenance of QHR templates.
- Supervises and inputs the preparation and submission of all staff income information to the payroll department.
- Participates in the development of policies and procedures as they pertain to the scheduling department.
- Participates in the preparation and costing of proposals for collective bargaining regarding scheduling/staffing issues.
- Completes a variety of statistical reports relating to scheduling/staffing issues.
- Ensures compliance with both *The Personal Health Information Act* and *The Freedom of Information and Protection of Privacy Act* as it pertains to staff information.
- Supports an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.
- 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.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of post secondary Human Resources or Business Management program.

REQUIRED KNOWLEDGE:

- Comprehensive knowledge of the current MNU, MGEU (Community Support), MGEU (Health Care Support Services) and MGEU (Technical Professional) Collective Agreements and all relevant IERHA policies, procedures and guidelines.
- Knowledge of general human resource principles.

EXPERIENCE REQUIRED:

- Two (2) years scheduling experience required.
- Demonstrated computer skills and proficiency in Microsoft Office.
- Demonstrated proficiency with QHR scheduling software.
- Health Care background preferred.

SKILLS/COMPETENCIES:

- Ability to establish positive working relationships with staff and management while ensuring confidentiality.
 - Ability to work independently.
 - Demonstrated organizational skills.
 - Excellent communication skills and problem solving abilities.
 - Ability to promote and maintain positive working relationships in a team based working environment.
 - Good physical and mental health to meet the demands to 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.
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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.
 - Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
 - 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.
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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 adherence to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- 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

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: _____
Date

Revised: _____
January, 2016
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, 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 position 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.