



**North Eastman Health Association Inc.  
Job Description**

**Staffing/ Scheduling Clerk**

**POSITION SUMMARY:**

The Staffing/ Scheduling Clerk is responsible for the interpretation and application of regional policies and collective agreements as they pertain to remuneration, hours of work, scheduling of hours, replacement of employees and awarding of shifts as well as procedures related to the input, processing and administration of scheduling related functions.

**REPORTS TO:** Human Resources Manager

**QUALIFICATIONS:**

1. High School education with post secondary human resources courses or Unit Clerk Certificate from a recognized school or equivalent.
2. Working knowledge of the current MNU and MGEU collective agreements.
3. One to two years scheduling experience required.
4. Demonstrated computer skills and proficiency in Microsoft Office.
5. Demonstrated ability for data entry using scheduling software (QHR Scheduling software preferred).

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Ability to work with variety of sensitive information and to maintain confidentiality.
2. Demonstrated communication and interpersonal skills.
3. Ability to maintain positive working relationships in team based working environment.
4. Demonstrated organizational skills and attention to detail.
5. Ability to work under pressure and meet deadlines thereby establishing priorities and completing assignments on time.
6. Ability to work with minimal supervision and frequent interruptions.
7. Ability to operate required equipment.
8. Good physical and mental health to meet the demands of the position.

**RESPONSIBILITIES:**

**Human Resources - Overall**

1. In accordance with North Eastman Health Association Policies, performs staffing/ scheduling procedural duties for all unionized employees.
2. Interprets and applies regional policies and collective agreements as they pertain to remuneration, hours of work, scheduling and awarding of shifts.
3. Ensures compliance with all collective agreements.
4. Ensures compliance with both PHIA and FIPPA as it pertains to employee information.
5. Demonstrates high integrity to maintain confidentiality in all matters relating to staff and operations of the North Eastman Health Association Inc.

**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 posting vacation entitlements per the collective agreement, reviewing requests and, in consultation with the manager/supervisor as required, awarding vacations in accordance with the collective agreements.
7. Provides information necessary for preparation for and in collective bargaining.
8. Maintains filing system for scheduling.

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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 the North Eastman Health Association Inc.
  13. Other duties as assigned.

**EDUCATION:**

1. Remains current in changes to QHR Scheduling software.

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Human Resources Manager Date

NOTE: THIS POSITION DESCRIPTION IS REPRESENTATIVE AND SHOULD NOT BE CONSTRUED AS BEING ALL INCLUSIVE.