



# *Provincial Job Description*

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***TITLE:***  
**(209) Home Care Scheduler**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Coordinates and maintains scheduling for Home Care clients and staff.**

***QUALIFICATIONS:***

- ◆ **Office Education certificate**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Intermediate computer skills**
- ◆ **Intermediate keyboarding skills**
- ◆ **Basic medical terminology, where required by the job**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Ability to work independently**

***EXPERIENCE:***

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

## ***KEY ACTIVITIES:***

### **A. Client / Staff Scheduling**

- ◆ **Creates and maintains staff schedules in accordance with collective agreement requirements and departmental policies.**
- ◆ **Provides staffing for sick leave, vacation, long term leave.**
- ◆ **Schedules client appointments/visits according to care plans and staff availability.**
- ◆ **Enters scheduling data, creates schedules.**
- ◆ **Contacts care providers and clients regarding day-to-day changes.**
- ◆ **Discerns client services required as outlined in charts, urgent requests, assignment sheets, cares plans.**
- ◆ **Communicates with and informs client/family.**
- ◆ **Maintains client database (e.g., admission, discharge).**
- ◆ **Enters client information.**
- ◆ **Maintains client and staff statistics, and reports.**
- ◆ **Maintains call-in list.**
- ◆ **Ensures seniority lists are up-to-date.**

### **B. Administration of Payroll / Benefits**

- ◆ **Collects, verifies, enters data, files payroll data.**
- ◆ **Identifies errors and makes corrections.**
- ◆ **Tracks vacation and sick time accrual.**
- ◆ **Creates spreadsheets.**
- ◆ **Enrols employees in benefits plans and provides explanations.**
- ◆ **Assists employees with filling out Worker's Compensation and disability forms.**
- ◆ **Prepares employee benefits reports.**
- ◆ **Prepares monthly and yearly reports to government (e.g., T4's).**
- ◆ **Verifies mileage.**
- ◆ **Compiles statistical reports on services provided.**

### **C. General Office Duties**

- ◆ **Performs word processing.**
- ◆ **Photocopies, files, shreds, sorts/distributes mail.**
- ◆ **Provides reception/telephone services.**
- ◆ **Takes minutes at meetings.**

**D. Related Key Work Activities**

- ◆ **Bills clients.**
- ◆ **Books rooms and client appointments.**
- ◆ **Tracks loaner adaptive equipment.**
- ◆ **Orders supplies and equipment.**
- ◆ **Arranges Meals-on-Wheels.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

*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.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: 2005***

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