



Provincial Job Description

TITLE:
(316) Staff Scheduling Supervisor

PAY BAND:
13

FOR FACILITY USE

SUMMARY OF DUTIES:

Responsible for supervision and operation of the Central Scheduling Department.

QUALIFICATIONS:

- ◆ Office Education certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Intermediate keyboarding skills
- ◆ Organizational and leadership skills
- ◆ Interpersonal and communication skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous scheduling experience, working with collective bargaining agreements, to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises, prioritizes workload, schedules staff and deals with payroll issues.
- ◆ Assigns and checks work of schedulers.
- ◆ Approves vacation/leaves/overtime.
- ◆ Arranges training schedules and provides training sessions for new management, clerical and scheduling staff.
- ◆ Provides orientation for staff and participates in performance appraisals and performance reviews.
- ◆ Provides input into disciplinary actions.
- ◆ Identifies/develops/conducts staff development programs.
- ◆ Provides leadership and support for scheduling staff.
- ◆ Researches and responds to scheduling inquiries.
- ◆ Participates in the development of, and monitors the performance of department goals, objectives, policies and procedures within the region.
- ◆ Implements the scheduling system for departments/facilities within the region.
- ◆ Trains staff with scheduling program updates.

B. Central Scheduling Coordination

- ◆ Ensures staff schedules are developed in accordance with collective agreement requirements and departmental policies/procedures.
- ◆ Ensures schedules result in utilizing staff efficiently.
- ◆ Provides reports for management regarding staff availability/attendance.
- ◆ Conducts or facilitates process reviews to assess established procedures or guidelines.
- ◆ Provides input into forms standardization, (e.g., leave/vacation forms).
- ◆ Liaises with facilities/departments/managers/scheduling staff/payroll regarding staffing and scheduling.

C. Related Key Work Activities

- ◆ Performs database checks for system integrity.
- ◆ Assists with coordination of scheduling client care in consultation with Care Coordinators.
- ◆ Assists with the billing process generated from the computerized scheduling program.

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 10, 2012