



Provincial Job Description

TITLE:
(317) Staff Scheduler & Supply Clerk

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains staff schedules, adhering to collective bargaining agreements, and replaces staff as required. Orders and maintains medical, office and resident supplies, and performs clerical duties.

QUALIFICATIONS:

- ◆ Office Education certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Intermediate keyboarding skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience working in an office environment to develop organizational skills.

KEY ACTIVITIES:

A. Staff Scheduling

- ◆ **Creates and maintains staff schedules (e.g., master rotation) in accordance with collective agreement requirements and departmental policies/procedures.**
- ◆ **Calls and schedules staff for replacement of leaves of absence and schedules adjustments.**
- ◆ **Tracks leaves (e.g., vacation and sick time accrual and usage).**
- ◆ **Maintains current seniority lists.**
- ◆ **Formats, prints and posts staff schedules.**
- ◆ **Compiles and posts call-in lists.**

B. Payroll Duties

- ◆ **Collects and verifies data for payroll preparation.**
- ◆ **Identifies errors and makes appropriate corrections.**
- ◆ **Creates payroll summary spreadsheets for hours paid.**
- ◆ **Assists employees and office staff with filling out various forms.**

C. Supplies / Inventory

- ◆ **Orders/rotates supplies.**
- ◆ **Checks shipments against packing slips.**
- ◆ **Returns unwanted inventory for credit.**
- ◆ **Follows up on outstanding orders.**
- ◆ **Monitors supply inventory.**
- ◆ **Codes purchase orders to accounts for submission to Accounts Payable.**
- ◆ **Porters supplies.**
- ◆ **Stocks cupboards and tub/medical/resident rooms.**
- ◆ **Performs monthly inventory count of all supplies.**
- ◆ **Maintains resident monthly charge records.**

D. Related Key Work Activities

- ◆ **Creates and maintains various forms (e.g., audits, surveys and questionnaires)**
- ◆ **Monitors monthly statistics.**
- ◆ **Maintains and orders forms for resident charts.**
- ◆ **Prepares physician order forms for lab work and yearly influenza vaccines.**
- ◆ **Answers phone and performs word processing, photocopying, faxing and filing.**
- ◆ **Ensures resident care equipment is in proper operating condition.**

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: Feb 14/12