



Provincial Job Description

TITLE:
(209) Home Care Scheduler

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates and maintains scheduling for Home Care clients and staff.

QUALIFICATIONS:

- ◆ **Office Administration certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**
- ◆ **Basic medical terminology, where required by the job**

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. Scheduling

- ◆ **Creates and maintains schedules in accordance with collective agreement requirements and departmental policies.**
- ◆ **Provides staffing for leaves or other absences.**
- ◆ **Schedules client appointments/visits according to care plans, client requests and staff availability.**
- ◆ **Enters scheduling data, creates schedules.**
- ◆ **Contacts care providers and clients regarding day-to-day changes.**
- ◆ **Communicates with and informs client/family regarding services.**
- ◆ **Maintains client database (e.g., admission, discharge, billing information).**
- ◆ **Maintains client and staff statistics, reports and policy and procedure manuals.**
- ◆ **Maintains call-in list.**
- ◆ **Ensures seniority lists are up-to-date.**
- ◆ **Schedules education sessions for staff.**
- ◆ **Communicates shift availability with staff via email, text and telephone.**
- ◆ **Ensures field staff is accounted for at each visit.**
- ◆ **Provides occasional guidance to the primary function of others including training.**
- ◆ **Provides functional guidance to staff and managers on collective agreements, scheduling processes and computerized scheduling programs.**

B. Administration of Payroll / Benefits

- ◆ **Collects, verifies, enters data and 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 and inputs travel logs.**
- ◆ **Tracks and enters cell phone payments.**
- ◆ **Compiles statistical reports on services provided.**

C. General Office Duties

- ◆ **Performs general office duties (e.g., photocopies, files, emails).**
- ◆ **Provides reception/telephone services.**
- ◆ **Takes minutes at meetings.**

D. Related Key Work Activities

- ◆ Bills clients.
- ◆ Prepares accounts receivable (e.g., invoicing, bank deposits, reports to region office).
- ◆ Prepares accounts payable.
- ◆ Prepares receipts, petty cash.
- ◆ Books rooms, client appointments and CVA's.
- ◆ Distributes and tracks loaner adaptive equipment.
- ◆ Orders supplies and equipment.
- ◆ Arranges Meals-on-Wheels.

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 11, 2016