



Provincial Job Description

TITLE:
(316) Scheduling Supervisor

PAY BAND:
14

FOR FACILITY USE

SUMMARY OF DUTIES:

Responsible for supervision and administration of the Scheduling department.

QUALIFICATIONS:

- ◆ Office Administration certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Organizational skills
- ◆ Analytical skills
- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Leadership skills
- ◆ Problem solving skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous experience working as a Scheduler with a computerized scheduling system and 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 staff.
- ◆ Approves vacation/leaves/overtime.
- ◆ Arranges training schedules and provides training sessions for staff.
- ◆ Familiarize new employees with the work area and processes.
- ◆ Participates in performance appraisals and performance reviews.
- ◆ Provides input into disciplinary actions.
- ◆ Identifies/develops/conducts staff development programs.
- ◆ Provides leadership and support for staff.
- ◆ Researches and responds to scheduling/billing/payroll inquiries.
- ◆ Participates, develops, implements and monitors the performance of department goals, objectives, policies and procedures.
- ◆ Implements the scheduling system for departments/facilities.
- ◆ Trains staff with program updates.
- ◆ Provides leadership and technical instruction on scheduling and processing issues to schedulers and other staff (e.g., employees, managers, Human Resources, Payroll).

B. Scheduling Coordination

- ◆ Ensures schedules are developed in accordance with collective agreement requirements and departmental policies/procedures.
- ◆ Ensures schedules result in utilizing resources efficiently.
- ◆ Provides reports for management.
- ◆ 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/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.
- ◆ Audits temporary position assignments on a regular basis.
- ◆ Assists with development of master rotations, participates in budget reviews and adapts schedules accordingly.
- ◆ Schedules regular maintenance of all office equipment.

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