



# *Provincial Job Description*

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**TITLE:**  
**(317) Staff Scheduler & Supply Clerk**

**PAY BAND:**  
**12**

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***FOR FACILITY USE:***

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***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 Administration certificate

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

- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently

***EXPERIENCE:***

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

## ***KEY ACTIVITIES:***

### **A. Staff Scheduling**

- ◆ **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.**
- ◆ **Maintains current seniority lists.**
- ◆ **Formats, prints and posts staff schedules.**
- ◆ **Compiles and posts call-in lists.**
- ◆ **Compiles statistical reports for managers.**
- ◆ **Responds to questions and inquiries from employees and managers.**
- ◆ **Works collaboratively with managers on scheduling issues.**
- ◆ **Inputs/updates employee information in scheduling program.**
- ◆ **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. Payroll / Benefits**

- ◆ **Collects, verifies, enters data, transmits and files payroll data.**
- ◆ **Checks pay sheets and makes any necessary corrections.**
- ◆ **Informs payroll office of any pay code and/or staff changes.**
- ◆ **Identifies errors and makes corrections.**
- ◆ **Tracks vacation, stat, earned time off and sick time banks.**
- ◆ **Prepares spreadsheets.**
- ◆ **Explains benefit plans and enrolls employees.**
- ◆ **Assists employees in filling out forms.**
- ◆ **Prepares employee benefits reports.**
- ◆ **Prepares monthly and yearly reports to government (e.g., T4's).**
- ◆ **Reviews and corrects flow sheets.**

### **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.**

**C. Supplies / Inventory (Cont'd)**

- ◆ 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.
- ◆ Performs general office duties (e.g., orders supplies, photocopies, shreds, provides reception/telephone services, processes mail, files).
- ◆ 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:*

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*SGEU:*

*SAHO:*

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*Date: February 11, 2016*