

February 16, 2021

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## SCHEDULING CLERK

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<b>Description of Position:</b>	Temporary Part-time
<b>Department:</b>	Human Resources
<b>Employee Group:</b>	Non-Union
<b>Schedule</b>	1:00pm – 7:00pm (Monday – Friday)

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## ROLES AND RESPONSIBILITIES

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### PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

### SUMMARY OF POSITION:

Reporting directly to the Corporate Manager – Recruitment, Compensation & Benefits, the Scheduling Clerk carries out scheduling and staffing responsibilities according to pre-established guidelines, policies, and collective agreements. Refers any questions requiring interpretation of collective agreements to the Vice President – Corporate Services. Consults with Kronos help desk regarding software-associated questions.

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## NATURE AND SCOPE OF WORK

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Duties include, but are not limited to:

### Scheduling:

- Inputs Master rotations into the computerized scheduling program (KRONOS)
- Prepares monthly schedules to incorporate pre-approved leaves, scheduling adjustment, mutual exchanges, vacations etc.
- Circulates draft schedules to units that self-scheduler to facilitate the picking of designated unassigned shifts
- Enters self-schedulers information and posts monthly schedule in compliance with collective agreement timelines
- Generates Daily Flow Sheet/Biweekly Schedules for all hospital departments
- Collects daily Flow Sheets and ensures all Daily Flow Sheets/Biweekly Schedules are signed by the employee to verify that the hours worked as scheduled are/or exceptions are documents
- Adjusts computer schedules on a daily basis as indicated by initialed exceptions noted on the returned Daily Flow Sheet to ensure up-to-date information is in the scheduling system
- Assigns correct codes for all scheduling entries to ensure proper pay and accurate statistical data

- Adds/deletes employees into Kronos system as advised by Manager
- Prepares and electronically transfers scheduling data to Payroll system on a biweekly basis for the calculation of pay
- Reviews timecards printed from the Payroll system and verifies accuracy of hours worked
- Answers any employee's scheduling related questions and reports any changes required to Payroll

**Staffing:**

- Forwards all requests for vacation, leaves, of absences, or other request from the scheduling book to the Clinical Manager for approval
- Assists Clinical Manager in determining the availability of employees to work additional hours
- Contacts employees to work additional shifts as indicated and approved by the Clinical Manager
- Documents responses to calls to determine employee's adherence to availability declaration guidelines

**Administers Computerized Scheduling System:**

- Acts as Kronos Administrator to ensure system is current and makes adjustments to master rotations etc.
- Adjusts system as required and directed by the Vice President – Corporate Services to incorporate Collective Agreement changes
- Consults with Kronos help desk as required to activate new features of program or to trouble shoot system failures

**Training:**

- Schedule and facilitate the corporate orientation day once per month
- Provide Kronos training to all new employees to ensure they are familiar with scheduling system guidelines and policies

**Reporting:**

- Prepares reports from the scheduling system as required

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**QUALIFICATIONS**

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- Grade 12 Secondary School Diploma
- Previous staff scheduling experience required and/or data entry in a healthcare facility and/or unionized environment an asset
- Advanced problem solving and strategic thinking skills
- Strong computer skills using Microsoft Outlook, Word, Excel, PowerPoint,
- Knowledge of Crystal Reports, and Kronos Scheduling System an asset
- Excellent organizational and prioritizing abilities
- Strong oral communication skills
- Excellent interpersonal skills
- Excellent time management skills
- Responsible, mature appreciation of confidentiality
- Works well independently and in a team atmosphere
- Considerable attention to detail
- Ability to maintain composure and professionalism in a high stress environment.
- Experience in working with collective agreements

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## **ALIGNMENT WITH WDMH COMMITMENT STATEMENT**

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The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

### ***Our Commitment***

*We are here to care for our patients with compassion - close to home and with our partners.*

*We pursue excellence in all we do.*

*We are one team. We value respect, accountability, innovation and learning.*

Interested applicants please submit resumes by email indicating their qualifications to [hresources@wdmh.on.ca](mailto:hresources@wdmh.on.ca)

**Winchester District Memorial Hospital welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process**

**This competition closes February 23, 2021 at 1700 hours.**

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