



JOB DESCRIPTION

Job Title: Staffing Clerk	Department: Nursing	Division: Bonnechere Manor	Reports to: Director of Care
Revision Date: May 2008	Salary Grid:		

Approval:	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____

Position Summary:

Under the direction of the Director of Care or designate, is responsible for accurate and timely data entry of staff scheduling in preparation for the facility payroll submission. Responsible for implementing approved schedules of work and maintaining accurate staff records. Consistent with the Mission and Philosophy of Bonnechere Manor contributes to the efficient operation of the Nursing department within an interdisciplinary resident-focused team.

Qualifications:

- Post secondary business/secretarial program or equivalent office experience.
- Prior experience in related work an asset.
- Experience in a Long Term Care setting an asset.
- Demonstrated competence in MS Word and Excel, Payroll/Scheduling and electronic mail.
- Proven communication, interpersonal and organizational skills with a strong commitment to client focused service.
- Ability to function co-operatively and efficiently as a team member.
- Must have good understanding of various office equipment.
- Demonstrated regular attendance standards in keeping with the County Attendance Support Program.
- Ability to meet and maintain health requirement standards as per Long Term Care Legislation.
- Physically capable of performing assigned duties within a flexible work schedule inside a 24 hour a day, 7 day a week operation.

Position responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew and Bonnechere Manor.
2. Replaces receptionist as required and/or scheduled. Provides assistance with unit clerk duties as required.



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3. Implements approved schedules for unionized staff. Replaces unionized staff as directed for illness, approved leave of absences, vacation, statutory holidays, WSIB, switches, etc. Ensures this process is validated and done accurately and timely following the applicable union contracts and according to Bonnechere Manor's procedures.
4. Verifies staffing requirements against current schedule including but not limited to, accepting staff call ins on weekends and replacing staff as required. Monitor staff availability and inform applicable supervisor to assist with the task of ensuring the facility is properly staffed. Ensures confidentiality of staffing information at all times.
5. Report to management but will not share with others the reasons for employee absences. Ensures confidentiality is maintained at all times.
6. Accurately records and verifies actual scheduling data compared to budget hours on a daily basis in preparation for the bi-weekly submission of payroll as approved. Ensures information related to staff health and WSIB is forwarded confidentially to the applicable supervisor and/or Employee Health Coordinator immediately.
7. Record keeping of switches, temporary transfers, short notice lieu days, and other documentation that may be required.
8. Operates and maintains various office equipment, including but not limited to, intercom system, fax machine, computer/printer and photocopier.
9. Follows through accurately and in a timely fashion on direction and requests from supervisors.
10. Prepares County documentation as directed by supervisors.
11. Maintains competency through professional self-development by participating in professional group activities such as workshops and in-services and through applying skills and abilities to day to day role/functions. Participates in multidisciplinary committee work as required.
12. Consistent with a resident-focused care approach to meet resident needs:
 - Scheduling staff on the basis of continuity of care and unitization
 - Responds to and assisting any employee in need of help
 - Participates in interdisciplinary committee work as required
 - Demonstrates ability to respond positively to last minute changes that may occur
 - Supports the continuous quality improvement of the department by providing constructive ideas and solutions to problems and challenges.
13. Assumes responsibility for identifying and resolving conflict and seeking direction as needed.



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14. Utilizes professional communications by establishing a working relationship with supervisors, and co-workers for the purpose of providing resident focused care.
15. Creates a facility environment that protects the confidentiality of residents, staff and activities of Bonnechere Manor.
16. Shares in the responsibility for financial stability through participation in continuous Quality Improvement initiatives by:
 - Efficient use of resources
 - Ensuring overtime is not incurred without the approval of the supervisor.
17. Performs other related duties as required.
18. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.