

The Royal Ottawa Health Care Group

Employment Opportunity

ROM20-223

Notice of union position vacant – CUPE 942

Applicants who are not in the bargaining unit will only be considered after bargaining unit applicants

Date Posted: August 18th, 2020

Position: Scheduling Clerk
Regular Full-Time (0.90 FTE) Evenings

Program: Central Scheduling Office

Location: Royal Ottawa Mental Health Centre

Duties:

The Scheduling Clerk will:

- Collaborate with the Program Managers/After Hours Managers to ensure adequate and appropriate staffing of the hospital is maintained in areas where any of the following or a combination of the following work: registered nurses, registered practical nurses, ward clerks, orderlies, personal care attendants, staffing clerks and child youth counselors.
- Utilize technical support from IT and Kronos (ESP Scheduling system) as appropriate.
- Provide requested reports, schedules and rotations which can be generated by the ESP system.
- Enter shift codes in the staffing system to reflect any changes in daily activities.
- Maintain scheduling records and input transactions into a computerized scheduling system to generate bi-weekly pay.
- Download new employee information & ongoing information from HR, updates seniority lists & sets employees up in ESP
- Maintain confidentiality (Non-disclosure of staff names, addresses or phone numbers to other staff members and /or general public).
- Assure unit coverage for short and long term replacement for vacation, stats, illness, leave of absence, education, etc as requested by Program Managers and/or Directors.
- Maintain and create manual pay cards for staff as required.
- Ensure overtime worked, in charge premiums and responsibility pay is recorded.
- Produce a variety of schedules and reports as identified by the Program Managers and Manager, Centralized Scheduling Office.
- Utilize the ESP staffing system to maintain accurate record keeping; i.e. availability, current telephone/pager numbers etc.
- Maintain current knowledge of five collective agreements and seniority for scheduling
- Maintain an easily accessible filing system.
- Work in a manner that is in compliance with staff and patient/client safety practices, policies and procedures of the Royal.
- Ensure a work environment that is conducive to the Royal's Harassment-Free Workplace Policy.
- Other duties as assigned.

Qualifications:

- Completion of Ontario Secondary School Diploma (OSSD) with computer literacy component.
- Minimum of 6 months recent experience with a computerized staff scheduling system is required.
- Typing 35 wpm and familiarity with word processing software and e-mail.
- Good organizational skills with ability to prioritize and multi-task.
- Ability to work with variety of sensitive information and to maintain confidentiality.
- Ability to deal with others effectively.

- Previous clerical experience with excellent attention to detail.
- Good communication and interpersonal skills.
- Ability to work under pressure when required to meet deadlines.
- Knowledge of collective agreements.
- Experience in payroll preparation is an asset.
- Experience working with ESP (Environment for Scheduling Personnel) is preferred.
- English level A- is required in oral comprehension, expression, reading, and writing. Bilingual (French/English) is considered an asset.

Salary Range: **\$27.00 to \$29.27 per hour**

Date Required: **ASAP**

- All applicants must provide a recent resume that clearly indicate that they meet the required qualifications.
- Please apply directly to this internal posting at: <http://careers.theroyal.ca/> on or before **August 24th, 2020**.
- Applicants will be advised of their status in this competition by referring to the Successful Candidate listing which is posted on OREO and the Human Resources Bulletin Board.