



STAFFING CLERK – Full-Time, Temporary (Maternity Leave)

Organization Background:

Guided by our Christian principles, Durham Christian Homes enriches the lives of the residents we serve and those who serve them in seniors' housing, assisted living and long-term care.

POSITION SUMMARY

Reporting to the Director of Care, the Staffing Clerk is responsible for the scheduling of staff primarily in the nursing department. In accordance with Glen Hill Terrace policies the Staffing Clerk will ensure effective, safe deployment of staff to promote resident care.

The Staffing Clerk is required to perform their duties in a manner consistent with the core values and employee guiding principles, ensure resident safety, and demonstrate customer service excellence.

Duties and Responsibilities:

- Leads and coordinates all components of scheduling human resources within the nursing department;
- Attends applicable team meetings and management meetings as directed;
- Performs incidental clerical work including typing, filing, delivering messages, sorting mail, photocopying, faxing for Nursing Department;
- Follows the established policies and procedures of Glen Hill Terrace;
- Assists in special projects and performs other duties as required.
- Documents staff absences, shifts worked and other paperwork related to staffing;
- Participates in the monitoring of the Attendance Action Program;
- Participates in all aspects of the Quality and Risk management program as it pertains to nursing;
- Collects nursing staff payroll information, processes information and forwards to Office Manager.
- Acts as Payroll Back up for the Home.

Qualifications:

- Diploma in office administration or equivalent educational experience preferred;
- Minimum 2 year payroll experience required;
- Strong knowledge of collective agreement and ability to interpret and apply scheduling language;
- Demonstrated leadership qualities;
- Proficiency in written and oral communication;
- Keyboarding speed of 30 wpm, experience with Microsoft Office and working within a Windows computerized environment. Knowledge of Point Click Care an asset;
- Proficiency in time management and organizational skills;
- Knowledge of health care terminology.

Interested candidates should forward their resume in confidence to: **Michelle Stroud, Administrator, Glen Hill Strathaven**, 264 King St E., Bowmanville, ON L1C 1P9. Fax: 905-623-1374 or mstroud@dchomes.ca.

Deadline date: Friday, April 6, 2018 @ 4:00pm (or until position is filled).

We thank all applicants for their interest. Only those selected for an interview will be contacted.