



GLEN HILL TERRACE

A DURHAM CHRISTIAN HOMES COMMUNITY

Glen Hill Terrace

Staffing Clerk – Full Time

Our Mission:

Durham Christian Homes is a welcoming community that provides exemplary, quality care to our residents through empowerment, compassion, dignity and respect.

Our Values:

Motivated by our Christian faith, we **CARE**
Commitment to Community.
Accountability.
Respect.
Excellent.

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;
- Performs incidental clerical work including typing, filing, delivering messages, sorting mail, photocopying for Nursing Department;
- Follows the established policies and procedures of Glen Hill Terrace;
- In accordance with the applicable collective agreement(s), maintains nursing staffing schedules including co-ordination of the replacement of nursing staff as required for the monthly and daily scheduling needs;
- Documents staff absences, shifts worked and other paperwork related to staffing;
- Participates in the monitoring of the Attendance Action Program;
- Prepares all nursing department job postings, and participates in the recruitment process as directed by the DOC.
- Participates in all aspects of the Quality and Risk management program as it pertains to nursing;
- Ensures the collection of human resources indicators within time line on a monthly basis as assigned;
- Contributes to the development of recommendations for corrective action to reach corporate mean for indicators;

- Maintains personal accountability for completion of monthly audits as assigned.
- Collects nursing staff payroll information, process information and forwards this to the Business Coordinator;
- Monitors staff compliance to time keeping system;
- Acts as Payroll Back up for the Home.
- Advises supervisor or designate immediately of all staff incidents that may result in an Occupational Accident Claim, any concerns with the physical plant, incidents or injuries and completes required reports;
- Follows all health and safety policies and procedures. Works safely to reduce the risk of injury to self, co-workers, and residents;
- Wears personal protective equipment as designated;
- Maintains a clean, safe environment for residents utilizing infection control principles;
- Maintains a sound working knowledge of their roles and responsibilities during all emergency situations when working different shifts.
- Assists in special projects and performs other duties as required.

Qualifications:

- Must be fully vaccinated against COVID-19, including 3rd Booster, in accordance with our Coronavirus Immunization Policy;
- Diploma in office administration or equivalent educational experience preferred;
- Payroll/Scheduling experience is preferred;
- Strong knowledge of collective agreement and ability to interpret and apply scheduling language;
- Proficiency in written and oral communication;
- Experience with Microsoft Office and working within a Windows computerized environment. Is required.
- Knowledge of Quadrant and Advanced Tracker is an asset;
- Ability to deal with public and the long term care facility resident population in a calm and professional manner;
- Proficiency in time management and organizational skills;
- Able to work in fast paced environment

Interested candidates are invited to email their resume and cover letter to careers@dchomes.ca.

We thank all those that apply and will reach out only to those selected for an interview