

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL**

**November 26, 2021**  
**CUPE INTERNAL JOB POSTING**  
**CUPE 2021-136**

**DEPARTMENT:** AS ASSIGNED

**POSITION:** DEPARTMENTAL ASSISTANT (Two positions)  
TEMPORARY FULL TIME (6 months)

**SUMMARY OF JOB:**

Responsible for creating and maintaining the work schedules for the assigned department(s) using a computerized scheduling system including input from unit schedules, responding to staff requests and securely filling daily staffing requirements in conjunction with department Manager(s). Timely submission of payroll staffing information will be documented and submitted daily and biweekly in accordance with PSFDH policies. Supports and participates in quality improvement, risk management and patient safety activities departmentally and organization-wide. Performs work in accordance with applicable provisions of the Occupational Health and Safety Act and Regulations, professional standards and guidelines, and Perth and Smiths Falls District Hospital (PSFDH) and departmental Policies and Procedures.

**SUMMARY OF DUTIES:**

The Departmental Assistant is responsible for the following:

**SCHEDULING**

- Fully proficient in developing, implementing and maintaining computerized scheduling system.
- Maintains and produces the schedules for specific departments and assist with the development or revision of master schedules.
- Works with manager(s) to develop and implement new schedules in compliance with collective agreements and scheduling protocols.
- Monitors staffing needs of each unit on a daily basis in collaboration with the Manager(s).
- Contacts and secures replacement staff as required.
- Reviews emails and written requests from staff regarding absences vacation requests, schedule changes, etc.
- Creates, and maintains list of available staff.
- Remains current in activities, courses and changes related to department position(s)

- and attends appropriate in-service education programs as available.
- Interprets and applies scheduling and premium payment provisions as per the collective agreements.
- Actively seeks guidance when required from the Department Managers, Human Resources, Occupational Health, and Payroll in order to ensure resolution of issues or unusual situations.
- Revises schedules as required due to ensure adequate staffing level adjustments.
- Promotes and protects staff and patient confidentiality.
- Performs other duties as requested by Department Manager.
- Supports and adheres to relevant hospital policies and procedures including Collective Agreements.

#### **ADMINISTRATIVE**

- Responsible for submitting required payroll data daily and bi-weekly timely submission in the scheduling (currently Meditech) system.
- Responsible for verifying and resolving in consultation with management, payroll discrepancies, completing required documentation and communicating discrepancy information to Payroll Department and staff as required
- Responsible for completing random bi-weekly scheduling audit and staff cancellation reports.
- Responsible for compiling monthly reports as requested by Department Manager.
- Responsible for responding to requests from Occupational Health, Nurse Managers, Management and Human Resources for staffing information.
- Responsible for verifying worked hours on the nursing units
- Responsible for communicating with individual staff re: schedule changes, requests, payroll issues, collective agreements in a timely manner.

#### **EDUCATIONAL REQUIREMENTS:**

##### **MANDATORY**

- Post-secondary education in Office Administration or similar program
- Computer savvy and experience with Scheduling software
- Knowledge of Scheduling and Payroll processes
- Knowledge of Collective Agreements, Scheduling and Premium Payment provisions for CUPE, ONA & OPSEU Bargaining Units
- Knowledge and understanding of medical terminology and ability to determine staffing requirements based on patient acuity and needs.
- Excellent verbal & written communications skills
- Works well within a team environment as well as independently
- Excellent organizational skills and ability to meet deadlines
- Excellent attitude, accepts and promotes an ever changing environment
- Competence in using Meditech Scheduling software

**PREVIOUS EXPERIENCE REQUIREMENTS:**

- Experience with developing, implementing and or maintaining computerized scheduling systems with collective agreements
- Knowledge of and application of scheduling language within the collective agreements  
Experience to work independently
- Ability to work within a diversity of staff in a professional, positive, diplomatic and effective manner.
- Proven experience in scheduling staff on a 24 hour/7 day per week environment in the most cost effective manner.
- Excellent attendance record.
- Experience working in an environment that requires attention to detail and the ability to multitask and prioritize work

**SALARY:** \$22.416 - \$22.926 - \$23.478 - \$23.999 - \$24.530

**SHIFTS:** Days (subject to scheduling change as per Management Rights Article G.01 of the CUPE Collective Agreement)

**CLOSING DATE:** DECEMBER 3, 2021 AT 4. P.M.

**Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.**

**Applications shall be via e-mail, directed to the Human Resources Department [hr@psfdh.on.ca](mailto:hr@psfdh.on.ca), stating the job posting number in the subject line of the email.**