



## **Job Description**

### **Corporation of the County of Essex**

**Job Title:** Staff Scheduling Supervisor

**Department:** Administration

### **Summary of Function**

Reporting to the Administrator-Sun Parlor Home, oversees scheduling of employees to meet operational staffing requirements. Liaises with all management staff and change/lead hands for optimal staffing to ensure care needs of the residents are met. Supervises the eight Ward Clerks/Schedulers who are working 24/7.

<b>Task</b>	<b>Description</b>	<b>Frequency</b>
1	Ensures through ward clerk/scheduling staff that operational needs are met.	Ongoing
2	Reviews staffing requirements with the management team on a regular or as needed basis.	Ongoing
3	Supervisors ward clerks/schedulers including but not limited to onboarding, performance management, coaching, discipline, training and developmental needs.	Ongoing
4	Maintains properties with the scheduling system for all team members.	Ongoing
5	Provides advice and recommends solutions related to staffing utilization, staffing levels and future staffing needs.	Ongoing
6	Ensures that schedules are completed and posted adhering to relevant collective agreements and established practices.	Ongoing
7	Oversees the scheduling of vacation and banked time entitlements.	Ongoing
8	Liaises with Health and Safety Manager and/or Human Resources Consultant regarding WSIB and modified work schedules.	Ongoing
9	Assists management team with vacation approvals as required.	Ongoing
10	Primary contact for the Nursing department regarding discrepancies with schedules or other related issues.	Ongoing

<b>Task</b>	<b>Description</b>	<b>Frequency</b>
11	Liaises with payroll personnel and assists in finalization of hours worked each pay period and as required.	Ongoing
12	Ensures standard forms related to scheduling and/or payroll are completed in accordance with policies and practices.	Ongoing
13	Ensures that the clock bins are cleared daily.	Ongoing
14	Ensures appropriate back up for reception desk.	Ongoing
15	Provides support to the management team for temporary vacancies ensuring paperwork is completed and distributed.	Ongoing
16	Provides advise and support for collective bargaining proposals.	As required
17	Participates in regular management team meetings and attends external meetings related to scheduling and staffing.	As required
18	Performs other related duties and special projects as required in accordance with job responsibilities or departmental objectives.	As required

## **Qualifications**

- Post-secondary degree/diploma in Administration, Human Resources, Finance or other related education
- Minimum of two years supervisory experience in a unionized environment
- Experience working with scheduling and payroll systems
- Satisfactory Vulnerable Sector Check

## **Organizational Relationships**

1. Administrator
2. Staff Scheduling Supervisor
3. Ward Clerk/Scheduler

## **Working Conditions**

- Office environment
- Job pressures
- Working to deadlines
- May be required to work a variety of shifts including weekends

**Date Approved:**

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**Supervisor's Signature:**

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