



Position Name: Scheduling Coordinator/Unit Clerk

Location: 120 Skyview Ranch Drive NE

Employee Status: Casual – On Call

Reporting to: Director of Care

Date Available: Immediately

Application Closing Date: Until a suitable candidate is found

Rate of Pay: To be commensurate with qualifications, training, and relevant experience.

Designed to improve quality of life, the Multi Generational Housing & Community Centre campus includes designated supportive living and long-term care spaces for seniors that promote mental, physical, social, and spiritual well-being. Working with our care provider Park Place Senior's Living, we are committed to best in class care for our residents and are looking for individuals to join our family. If you would like to work at our state of the art, inter-generational campus, and are committed to serving our residents with care and compassion, we invite you to keep reading below.

Position Summary

Multi Generational Housing & Community Centre campus is currently looking for a dedicated, motivated, and passionate individual to join our team as a Scheduling Coordinator/Unit Clerk. This is a joint position consisting of Scheduling Coordinator (3/4) and Unit Clerk (1/4) responsibilities. The scheduling coordinator/unit clerk is responsible for maintaining the employee schedule for the clinical department as well as supporting the clinical team with a range of administrative activities including the ordering and stocking of medical supplies and maintain resident charts.

Typical Duties and Responsibilities

- Ensure that clinical employees are scheduled appropriately, and reviews employee pay data to ensure it is captured accurately in accordance with Generations Calgary policies and procedures
- Fill pre-booked and immediate shifts that result from staff vacations, leave of absence, education leaves and illness
- Act as the central point of contact between clinical employees for scheduling shifts
- Work within the staff schedules to complete routine and often urgent staffing scheduling tasks within short timelines
- Anticipate staffing needs and inform management of shifts that require further attention or if scheduling challenges arise
- Reconcile the clinical master schedule with working schedule
- Update the nursing phone lists (fan out lists, casual on call lists, etc.)
- Keep the Director of Care informed of staffing and scheduling concerns
- Assists clinical staff with a range of administrative activities to support the care areas
- Preparing resident charts for admission or discharge
- Maintaining (thinning) patient records and charts
- Processing physician orders and scheduling patient tests and/or treatments
- Ordering supplies, equipment, and forms for the clinical departments
- Responsible for all other duties as assigned by Executive Director or Director of Care



Qualifications:

Education:

- Completion of an Office Administration or Unit Clerk course
- Business Administration diploma an asset

Experience

- Minimum of 2 years' experience in a scheduling role in a health care environment required
- Timekeeping/ payroll experience is an asset
- A combination of skills and experience may be considered

Skills and Abilities

- Fluency in English with excellent verbal and written communication skills
- Advanced knowledge of MS Office Suite
- High level of attention to detail
- Able to develop trusted relationships and demonstrate strong people skills
- Able to multitask and demonstrate good organizational skills
- Ability to work independently in a fast-paced environment
- Able to work a flexible schedule and on call as required

Note:

- The successful applicant for this job posting must provide satisfactory proof, or have such proof on file, that they have received the COVID-19 vaccination and any required COVID-19 booster vaccination. This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, Multi Generational Housing & Community Centre shall make reasonable attempts to accommodate the applicant to carry out their role where possible recognizing that the health and safety of other employees and residents will be a priority.
- *To further protect our residents as well as other employees and volunteers, **Multi Generational Housing & Community Centre requires all employees to produce a clear Vulnerable Sector Search within 6 months prior to starting work.***