

 GEORGE DERBY CENTRE	Position: STAFFING CLERK	
	Department: Administration	Reporting To: Director of Human Resources

JOB SUMMARY:

Under the supervision of the Director of Human Resources or Delegate, performs clerical duties related to staffing functions. Coordinates staffing activities by calling in relief staff according to established guidelines, maintaining accurate staffing records, and supporting efficient scheduling operations. The position requires knowledge of applicable Collective Agreements and staffing processes to ensure scheduling practices align with organizational policies and labour requirements.

JOB DUTIES:

1. Maintains and updates staff scheduling sheets, call-in logs and Notification of Absence Sheet in accordance with established procedures.
2. Maintains current order of staff seniority on scheduling program as indicated.
3. Utilizes the scheduling system, arranges pre-approved relief staff coverage for designated departments according to established guidelines.
4. Contacts and books relief staff as required to ensure appropriate staffing coverage.
5. Applies knowledge of applicable Collective Agreements and staffing guidelines when coordinating schedules, relief coverage, and employee availability.
6. Notifies the Manager/Manager On call when unable to obtain adequate staff to receive authorization for overtime.
7. Actively promotes a culture of resident safety by adhering to established safety policies, standards and procedures including emergency procedures.
8. Maintains current records on the system of relief staff such as names, addresses, telephone numbers, availability of work, suitable work areas and hours worked.
9. Updates staffing records to reflect statutory holiday and vacation schedules for staff.
10. Receives calls from staff reporting absences, records details of absence, and communicates information to the appropriate Manager and Department.
11. Maintains casual employee availability and seniority records.
12. Reports hazards, unusual occurrences, accidents and unsafe situations to immediate supervisor or designate.
13. Performs other related duties as assigned.

SAFETY RESPONSIBILITIES:

1. Demonstrates a commitment to communicating, improving and adhering to safety policies in the work environment.
 2. Reports all incidents and near misses. Reports are to be made in writing.
 3. Report all concerns related to resident behaviours; even if no incident/injury occurs. Reports are to be made in writing.
 4. Follow safe work procedures and act safely in the workplace at all times.
 5. Actively participate in all training provided for safety.
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QUALIFICATIONS:

Education, Training and Experience

- Grade 12 plus two years' staffing experience or an equivalent combination of education, training and experience.
- Knowledge and understanding of Collective Agreements (FBA, NBA and HSA) and their impact on staffing and scheduling practices is preferred.
- Experience working with a scheduling program (e.g., staff scheduling software) and electronic staffing records is an asset.

Skills and Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal effectively with others.
- Ability to organize work.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.

Requirements:

- Valid clear criminal record check
- Negative TB test results conducted within the past 5 years

CONTACT:

To learn more about the role or apply, please email recruitment@georgederby.ca

ABOUT US:

George Derby Care Society is a 300-bed long-term care home in Burnaby, originally founded to serve veterans. Today, we provide compassionate, resident-centered care to seniors, including complex care, dementia support, and palliative services. We are affiliated with Fraser Health and are committed to excellence, respect, and community. Join a team where your work truly makes a difference.

George Derby Care Society values diversity and inclusion and strives to create a welcoming community where everyone belongs. We encourage applications from all qualified individuals, including Indigenous, people of colour, people of all genders, LGBTQ2+ individuals, and persons with disabilities.
