

## CITY OF HAMILTON

### HEALTHY AND SAFE COMMUNITIES DEPARTMENT (MACASSA LODGE – LOCATION – 701 UPPER SHERMAN AVENUE, HAMILTON)

#### NURSING COORDINATOR - CUPE 5167 (LODGES)

##### SUMMARY OF DUTIES

Reports to the Supervisor of Administration for the Long Term Care Division. Responsible for nursing staff master scheduling and vacancy management across all sections.

##### GENERAL DUTIES

Develops nursing staff master schedules and enters information in attendance management program database.

Provides notification to nursing staff of upcoming and changing shift assignments related to vacancy management.

Creates and maintains accurate and detailed records of all scheduling and shift assignment transactions related to vacancy management.

Obtains and maintains a working knowledge of employees and their locations for scheduling and /or vacancy management.

Maintains the employee database system; ensures all staff information is up to date in the database.

Responsible for data entry of schedules, creates hyperfinds for data collection within database.

Acts as the Super Trainer for other employees on the time and attendance program database by providing orientation and education to all levels of staff on the scheduling system, process and software.

Maintains a good working knowledge of computer database systems, reviews and troubleshoots software; provides ongoing feedback to ensure database needs are met.

Verifies approved vacation requests in accordance with the collective agreement and Human Resources policies.

Maintains office filing system such as files.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

##### QUALIFICATIONS

1. Demonstrated administrative and scheduling experience related to duties listed above normally acquired through a combination of education and relevant work experience.
2. Previous experience working in a unionized environment would be considered an asset with an emphasis on scheduling staff
3. Must possess excellent interpersonal skills and the ability to relate to subordinates, peers, superiors and residents with tact and professionalism.
4. Previous experience with Kronos time and attendance database an asset.

5. Must possess excellent administrative and organizational skills.
6. Experience in a computerized environment. Above average working knowledge of Microsoft Office (Outlook, Word, Excel, and Desktop Publishing). Ability to input data at an acceptable speed.
7. Must be able to prepare and manipulate data with excel spreadsheets.
8. Working knowledge of database applications.
9. Effective verbal and written communication skills are a must.
10. Must be respectful of confidentiality at all times.
11. Must be a self-motivated, self-directed worker that requires minimal supervision with the ability to multi-task duties and work under pressure to meet tight deadlines.
12. Must possess maturity, initiative, good judgement and the ability to provide guidance and take a leadership role when necessary.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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