



HÔPITAL NOTRE-DAME HOSPITAL (HEARST)

SCHEDULING OFFICER

Temporary, full-time position
Internal/External posting

JOB SUMMARY:

The Scheduling Officer reports to the Chief Nursing Officer.

DUTIES & RESPONSIBILITIES:

Nursing Scheduling:

- Manages software and registers all nursing schedules in Ansos and Web Scheduler.
- Sets up all nursing work schedules and assigns staff to ensure adequate staffing and replacement at all times following the guidelines within the bargaining units contract as well as the hospital's administrative policies.
- Have vacation, special requests and overtime approved by Nurse Managers according to pre-established procedure.
- Manages the vacation, statutory holidays, and bank hours of all nursing employees.
- Once the schedules are posted, manage nursing staff work schedules and do daily tasks (transfers, private or extra staff needed, sick replacement, exchanges, schedule adjustments, etc.).
- Advises Nurse Managers of any unusual changes affecting her departments.
- Advise Chief Nursing Officer, Nurse Managers and Human Resources Coordinator of any shortage or over-staffing.
- Maintains good work relationship with nursing department employees and Executive Leaders and works as a team in order to avoid as many errors as possible.
- Explains to employees how to use Ansos software in order to view their schedule and to look up schedule changes. Explain to employees how to submit special request, notice of time change and to fill out overtime sheets.
- Prepares documentation and assist vacation approval meetings.
- Updates Nursing telephone list, manage and keep updated scheduling folder on the network.
- Provides administrative support when needed.

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PERSONAL SUITABILITY

- Demonstrated positive work record and good attendance record
- Ability to meet the physical demands of the job
- Demonstrated commitment to the health and safety of patients, fellow workers, volunteers, students and visitors

WORKING CONDITIONS:

- Works in an environment with interruptions, staff requests.
- Mostly in a sitting position and computer usage.

KNOWLEDGE, SKILLS, EXPERIENCE REQUIRED:

- Diploma in Business Administration or equivalent.
- Good knowledge in operating word processing, spreadsheets, scheduling, internet and e-mail software.
- Excellent adaptability skills to various work situations.
- Good communication skills in both official languages.
- Shows discretion and confidentiality.
- Sense of responsibility and good problem solving ability.
- Ability to work under pressure and organize work to meet deadlines.