



UNION JOB DESCRIPTION

JD3522

JOB TITLE:	Staffing Clerk - Medical Imaging	JOB DESCRIPTION NO.:	40151 / F.VI.10312M1.001
CLASSIFICATION:	Clerk V, Staffing; Clerk, General	GRID/PAY LEVEL:	F 21
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10312; 10308
UNION:	HEU	JOB/CLASS CODE:	SI: 40151 CI: 10312M1
PROGRAM/DEPARTMENT:	Medical Imaging	BENCHMARKS (If Applicable):	10312; 10308
REPORTING TO:	Coordinator or designate		
FACILITY/SITE:	VIHA-SI (RJH) VIHA-CINI (NRGH)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Coordinator or designate, the Staffing Clerk - Medical Imaging performs a variety of staffing and timekeeping duties utilizing computerized staffing and timekeeping systems; allocates and calls in relief staff, including nurses, health science professionals and support staff, according to pre-existing guidelines and applicable collective agreements; maintains timekeeping records, availability records on relief staff, and related statistics; and performs related clerical duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Receives requests for relief coverage and utilizing computerized staffing and timekeeping systems, determines availability of existing staff according to established guidelines.
2. Allocates and calls in relief staff to fill vacancies resulting from unfilled positions, vacations, leaves of absence, and sick leaves in accordance with applicable collective agreements, and enters information into computerized staffing systems.
3. Receives and processes approved requests such as vacation and leaves of absence by entering data into computerized systems and running scheduling reports.
4. Produces and edits timekeeping records for staff and submits to payroll electronically; liaises with payroll regarding employee enquiries and makes adjustments as required; answers employee enquiries regarding scheduling.
5. Maintains computerized records by entering data on relief staff such as names, addresses, phone numbers, availability for work, suitable work area, and hours worked.
6. Collects, maintains and distributes related statistical information, including tracking staffing trends and anomalies, in accordance with established procedures and as directed.
7. Performs a variety of clerical duties such as answering telephone, accessing and responding to computerized messages, scheduling meetings, typing correspondence, reports and lists, and maintaining related files.
8. Maintains effective and efficient verbal, written and electronic communication links both within the Medical Imaging Program and with other departments in the Vancouver Island Health Authority, such as Payroll Services in Finance.
9. Performs other related duties as assigned.

QUALIFICATIONS:**Education, Training And Experience**

Grade 12 and three years' recent related experience or an equivalent combination of education, training, and experience.

Skills And Abilities

- Ability to keyboard 45 wpm.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.
- Ability to organize work.