



## Staffing Clerk – Casual Position

Menno Place is accepting applications for Staffing Clerk – casual, oncall. Menno Place is one of BC's largest campuses-of-care providing residential care, assisted living, home support and independent living to 700 residents. Founded in 1953 by the Mennonite Benevolent Society, we have been privileged to serve the physical, emotional, spiritual and relational needs of thousands of residents and their families <http://www.mennoplace.ca>

The Staffing Clerk is an integral member of the Menno Place team and is required to have a commitment to the vision, mission and values of Menno Place performing duties following Menno Place policies and procedures and ensuring safety for residents and staff.

### DUTIES & FUNCTIONS:

1. Arranges for short term relief staffing by performing duties such as receiving notification from staff and supervisors, recording calls, making any necessary calculations to determine availability of existing staff according to established procedures, contacting relief staff and forwarding information to the department or Nursing Unit. Refers enquiries related to staffing issues to the leader as required.
2. Allocates and calls in relief staff to fill vacancies resulting in unfilled positions created by shift changes, vacation, leave of absence, sick leaves, etc., by performing duties such as utilizing a manual staff scheduling system, processing requests in accordance with applicable collective agreements, preparing revised relief staff schedules and forwarding to leader.
3. Maintains related records and documentation such as relief staff availability records.
4. Provides staffing related information to departments for processing claims such as Workers' Compensation Board claims by performing duties such as compiling statistics, forwarding to leader for review and submitting to department as requested.
5. Maintains timekeeping records as assigned, and submits to payroll. Liaises with Payroll / Benefits regarding inquiries and makes adjustments as required such as payroll corrections.
6. Documents technical and non-technical material such as correspondence, procedures, memorandums, reports and minutes.
7. Sets up and maintains filing system for material such as correspondence
8. Sets up and maintains filing system for material such as correspondence and employee records.
9. Maintains office supplies by performing duties such as monitoring levels according to pre-determined levels, completing purchase requisition and forwarding for approval.
10. Compiles statistics related to Staffing functions and relief staff as requested.

## Education, Training and Experience

- Grade XII, plus one year recent staff scheduling experience, or the equivalent combination of education, training and experience including the use of computer.
- Familiarization with collective agreement interpretation an asset.

**Prerequisite for Hire:** Clear Criminal Record Check, TB Screen and influenza immunization

If you are interested in this opportunity, please apply online at [www.mennoplace.ca/employment-application](http://www.mennoplace.ca/employment-application).  
Competitive compensation and benefits.

### **In the online application, you will be required to:**

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

**We thank all applicants however only those short-listed candidates will be contacted.**

[Click Here to Apply Online](#)