



Nursing Administrative Assistant

Permanent – Part Time

Geraldton District Hospital is seeking an enthusiastic, organized and self-motivated individual to assist in the scheduling of staff and documentation of payroll hours for the nursing services and support services departments.

Duties Include:

Duties Include:

- Maintain daily schedules and call staff in to cover all needs as directed
- Follow all related collective agreement articles
- Prepare vacation lists and prepare schedules according to vacation approvals
- Prepare Christmas schedules according to the collective agreements
- Input daily staffing (shift changes, overtime, sick calls, scheduled shifts, etc.) for payroll purposes
- Complete payroll time sheets and time cards and notify payroll of any staffing changes
- Input master rotation changes as they occur
- Maintain ongoing daily communication with departmental management and staff
- Maintain staff attendance, vacation and leaves of absence and other related records
- Type, copy and file minutes, reports, etc. as assigned
- Assist with the use and maintenance of the computer-scheduling program
- Post and maintain, daily, the nursing schedules on the common drive
- Participate in departmental staff meetings and in-service education sessions as required
- Keep current with hospital-wide and departmental policies and procedures
- Create, change or maintain master rotations ensuring equal number of shifts shared among staff
- Receive, process, copy and distribute request for leaves and request for change of shift forms
- Prepare nursing on-call sheets and provide the managers
- Answer staff inquiries regarding schedule, vacation, paystubs, stats, etc.
- Track and ensure expired stats and lieu time are paid out
- Update schedules and call-in sheets when seniority reports are distributed in April and October

Qualifications:

- Minimum of Secondary School Diploma
- Knowledge of Medical Terminology and/or successful completion of a Medical Terminology Course
- Good communication and organization skills; French language would be an asset
- Ability to type and keyboard accurately at a rate of 60-70 words per minute
- Minimum of two year's recent, related experience in general office work is an asset
- Recent, related experience in a hospital or medical clinic setting is an asset

Geraldton District Hospital is committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process.

Please submit your application and resume in confidence, by email, to hr@geraldtondh.com