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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Admitting

**Grid:** 33

**Class Title:** Supervisor (Admitting)

### **I. Level Definition**

Positions at this level spend the majority of the time overseeing the admission function by supervising more than ten designated admitting staff and performing related administrative duties.

### **II. Typical Duties**

1. Monitors expenditures and makes recommendations regarding budget for assigned area and evaluates and selects equipment and supplies.
2. Supervises more than ten designated Admitting staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
3. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

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

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Knowledge of medical terminology.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to supervise.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.