

# The District Municipality of Muskoka is currently recruiting for a Staff Scheduler



## The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

## The Opportunity

As the Staff Scheduler, you will provide support for the Long Term Care departments; including scheduling, filing, ordering supplies and records management.

### What you will do:

- Prepare and post staff schedules for a 24/7 operation consistent with the relevant collective agreement(s) and policies.
- Arrange for replacement staff to cover absences, etc.
- Coordinate the vacation schedules and subsequent coverage.
- Coordinate posting and filling of line vacancies.

### What you will need:

- Minimum 1 year community college certificate or equivalent
- Minimum two years previous related experience.
- Demonstrated technical proficiency with MS Office tools – experience working with scheduling software is an asset.

**For a full outline of the responsibilities and requirements, please review the job description by clicking [here](#).**

## What we are offering

This is a **temporary full-time** opportunity at the District for up to **nine (9) months**. The annualized compensation range for this role is **\$48,711 – \$57,352**. The District is also proud to offer the following to our temporary employees:



## The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “How to Apply” instructions on our website and then submit your application:

[www.muskoka.on.ca/careers](http://www.muskoka.on.ca/careers)

**This posting closes on Wednesday June 8, 2022 @ 12:00 p.m.**

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.