



Internal/ External Posting

Posting Date: Wednesday, March 18, 2020

Closing Date: Friday, March 27, 2020 @ 12:00 NOON

Wage: \$ 22.85 - \$26.91 per hour

Classification: Non-Union Staff Class NU3

The Health Services department is currently looking for a:
Temporary, Full-time - Staff Scheduler – up to 9 months

The Scheduler provides support for the Nursing and other Health Services divisions; including scheduling, reception, filing, records management and other division support.

The typical work week for a Staff Scheduler is 37.5 hours and the schedule will include days and weekends, on a rotating basis.

Responsibilities of the Staff Scheduler will include, but not be limited to:

- Prepare/ post staff schedules for a 24/7 operation consistent with the relevant collective agreement(s) and policy.
- Arrange for replacement staff to cover absences, etc.
 - Coordinate the vacation schedules and subsequent coverage.
- Keep abreast of collective agreement changes as they relate to scheduling, vacation, etc.
- Act as a liaison with Payroll on related scheduling and payroll matters.
- Maintain attendance records and prepare internal reports.
- Provide great customer service and maintain a positive image of the facility through ongoing communication with external contacts including families and volunteers.
- Maintain files and records consistent with policies and regulations.
- Schedule resident care conferences and contact families by phone and/or letter - direct families to proper referral procedures for counseling.
- Maintain confidentiality of all financial, personnel and resident/ patient data.
- Place orders for supplies and equipment from approved vendors.
- Respond to facility emergencies (per protocol) as required.
- Act as a back-up to the other Schedulers and Administration Clerk when required.
- May perform shift work and other related duties, as required.

The skills, experience and qualifications we are seeking for this job include:

- Minimum one (1) year community college certificate or equivalent.
- Minimum two (2) years relevant experience.

The Staff Scheduler will be a solution orientated person who has highly developed skills in teamwork, customer service, organizational development, technological proficiency and written and oral communication. You will be comfortable with the full suite of Microsoft Office and previous experience with a scheduling system is considered an asset. The ability to understand and apply collective agreement policies in terms of scheduling is essential to be successful in this job.



If you have the necessary skills, experience and qualifications, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the “**How to Apply**” instructions on our Website and then submit your application.

[Watch our video](#) to learn more about working at the District!

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and 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.