



Internal & External Posting Staff Scheduler

Posting Date: Wednesday, April 10, 2019

Closing Date: **Wednesday, April 24, 2019 @ 12:00 NOON**

Wage: \$ 22.85 - \$ 26.91 per hour

Classification: Non-Union Staff Class NU3

An opportunity has become available for a **Temporary Full-time, Staff Scheduler (up to 18 months)** with our Health Services department. The Staff 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 per week 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 and 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 as required.
- Other duties as assigned.

The successful incumbent to this job will bring to the District:

- Minimum 1 year community college certificate or equivalent.
- Minimum two 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 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, please review the **“How to Apply”** instructions before submitting your application.

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.