

Scheduler, Long Term Care Administration

Temporary Part Time (up to 12 months)

\$21.25 - \$23.75

Reference#:22-155A

Reporting to the Executive Assistant to the Administrator and Director of Care (DOC)/Team Lead, the Scheduler works collaboratively with the other Leaders for implementing best practices of work-scheduling, call-in and availability processes for the Nursing Department to ensure that pre-determined staffing needs are met consistently and cost effectively; also responsible for payroll coding for nursing department employees and work-schedule revisions that are pre-approved by DOC, and Assistant DOC or their delegates.

Role Responsibilities

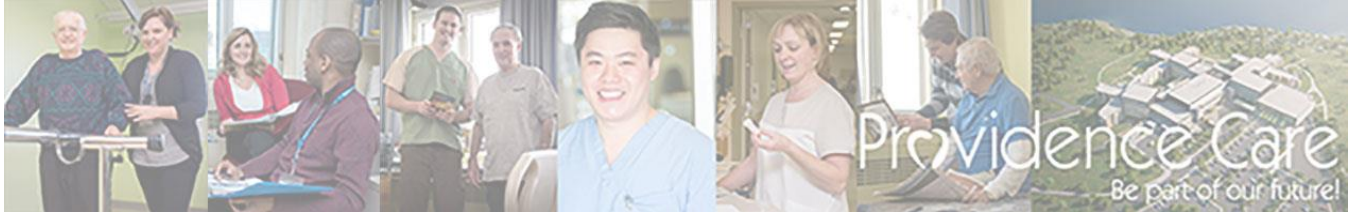
- Prepares master work schedules for the Nursing Department for posting as per the terms of the relevant collective agreement
- Monitors vacancies to ensure staff complement baselines have been met
- Understands the scheduling requirements of all applicable Collective Agreements and proactively identifies scheduling anomalies that are potential violations of these agreements for action by managers, Manager - Staff Scheduling and Labour Relations Staff
- Prepares schedules for posting by allocating staff coverage for known vacancies such as: vacation, education leave, extended sick leave, retirements etc. according to established procedures and within parameters of applicable Collective Agreements
- Receives and processes requests for vacancy coverage as a result of requested leave such as: vacation, sick, leaves of absence, banked overtime, injury on duty, transfer, or terminations by preparing appropriate documentation and adjusting schedules accordingly
- Allocates and calls-in relief staff to fill vacancies according to established procedures and within parameters of organizational policies and Collective Agreements

Required Qualifications and Experience:

- Post-secondary diploma in Business/Healthcare Administration, Medical or Office Administration
- Minimum of 1 year of recent clerical or call centre experience
- Minimum six months' experience in scheduling/staffing in a dynamic environment of persons or events
- Equivalent education and experience may be considered
- Staff scheduling within a unionized health care environment, preferred

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Providence Care is Fully-affiliated with Queen's University and St. Lawrence College; Providence Care is a centre for health care, education and research, and a member of the Council of Academic Hospitals of Ontario.



To apply for this position please email your Covering Letter and Resume quoting reference number in subject line to work@providencecare.ca

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