

## **SCHEDULING COORDINATOR**

<b>DEPARTMENT:</b>	Human Resources
<b>REPORTS TO:</b>	Manager, Human Resources
<b>STATUS:</b>	Casual
<b>SHIFT:</b>	Days
<b>COMPENSATION:</b>	Commensurate with Experience
<b>UNION:</b>	Non-Union
<b>AVAILABLE TO:</b>	<b>Internal and External Candidates</b>
<b>DATE POSTED:</b>	November 30, 2021

### **POSITION DESCRIPTION:**

This role acts as a back-up for our full-time, permanent scheduler. The Scheduling Coordinator completes the scheduling process ensuring that accurate information is entered into the scheduling system for all clinical departments. The Scheduling Coordinator will be responsible for preparing staff schedules for all Unions for posting. This will require processing of all schedule requests and replacement of staff as necessary in accordance with HHHS and union rules/policies. This position will be responsible for reviewing and approving all Daily Change Logs, ensuring that overtime, sick-time, banked time are correctly indicated. The Coordinator will also review timecard edits in the scheduling system to ensure all changes and schedules are correctly captured in the scheduling system. Compilation of statistics will be required on a regular basis. In addition, this position may provide support to the Manager of Clinical Services and the Director of Care.

### **QUALIFICATIONS:**

- Post-secondary education related to business or healthcare administration preferred.
- Minimum two (2) years of recent hospital/healthcare experience with scheduling experience.
- Payroll and/or Human Resources experience preferred.
- Understanding of Collective Agreements and scheduling rules in a hospital/healthcare environment are required.
- Excellent computer skills including MS Excel.
- Demonstrated critical thinking, problem solving and conflict resolution skills required
- Excellent verbal and communication skills
- Excellent organizational skills and ability to manage continually changing priorities

### **SUBMIT APPLICATION AND RESUME TO:**

**Carl Carr**  
**Manager, Human Resources**  
**Haliburton Highlands Health Services**  
**Box 115, Haliburton, ON, K0M 1S0**  
**E-mail: [hr@hhhs.ca](mailto:hr@hhhs.ca)**  
**Fax: 705-457-4609**

### **PLEASE QUOTE JOB NUMBER:**

**2021-76**

### **DEADLINE FOR APPLYING:**

**December 14, 2021**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.