



## **Scheduler: 12 month contract (40hrs per week)**

**Posted: Nov 4, 2022**

We are currently seeking a Scheduler to join our small agency in St. Marys, ON, 12 month contract to work 8:30a-4:30p Mon-Fri + On Call rotation. This is mainly a remote work opportunity with part time office presence, as required. The scheduler will deliver quality service by ensuring consistent support through scheduling of all full-time, part-time and relief employees while covering vacancies and absences in a timely manner.

What We Offer our Full Time Scheduler:

- Competitive salary range
- Potential to lead to a permanent position
- RRSP employer matching program (after 2 years continuous employment)
- EAP benefits package
- Start at three weeks' vacation, recognizing value of positive work/life balance
- Ongoing educational/training opportunities
- Exploration of your Core Gift

**Qualifications/Skills You Need For This Position:**

- Ability to follow all relevant legislation and adhere to all agency policies and procedures, while understanding the importance of ensuring the dignity, safety and wellbeing of staff and the people supported
- Must have weekend availability (on call rotation)
- Knowledge of relevant legislation i.e., Employment Standards Act, Occupational Health and Safety Act, Ontario Human Rights Code
- Ability to develop and maintain confidentiality, prioritize, multi-task and meet required timelines
- Highly developed interpersonal skills with the proven ability to work effectively with all levels of staff
- Excellent organizational, time-management, oral and written communication skills
- Ability to work under pressure, problem-solve and develop strategies
- Ability to work independently and/or in a group and show initiative
- Excellent computer skills including Microsoft office suite/GSuite and scheduling systems
- Satisfactory Vulnerable sector screening (within 6 months)

**Your Specific Responsibilities will Include:**

- Schedule staff to work shifts according to established criteria
- Make telephone calls and correspond via email as necessary to communicate with staff
- Liaise with Support Workers and Team Leaders to arrange shift coverage for illness, vacation, training, team meetings, etc.
- Follow established protocols to record all information in the scheduling system (Inclusion System)

- Liaise with Managers to address functionality and performance of the systems
- Generate custom reports as required
- Provide training to other staff on scheduling system (Inclusion System)
- Enter database records as required
- Other administrative duties as assigned
- Participate in the on call rotation for after hours emergency response

**Educational/Work Experience:**

- Completion of relevant post-secondary education
- Minimum of 2 years' experience with administrative duties and/or scheduling experience

Apply with cover letter and resume by **Monday, November 14, 2022, 8am** to the Hiring Committee by email: [hrclsma@clstmarys.ca](mailto:hrclsma@clstmarys.ca), noting in your cover letter the job posting title. We thank all applicants; however only those selected for an interview will be contacted.

**Our commitment towards Equality, Diversity & Inclusion:** At CLSMA we believe that greater diversity will further strengthen our talent pool, enabling us to better serve and achieve outcomes. We are convinced that the different viewpoints and experiences of a diverse workforce offer the best value to the people we support and our employees. We are an equal opportunity employer and encourage application from candidates who have been historically disadvantaged or marginalized. We want CLSMA to be an organization where everyone feels included, where everyone is in an environment where they can thrive, where everyone can be their 'true self,' and where everyone can reach their full potential.

Current First Aid/CPR, Police Vulnerable Sector Check, valid Ontario 'G' license and access to a reliable vehicle with insurance coverage is required for all employees. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, Community Living St Marys and Area will make every effort to accommodate applicants with disabilities in its recruitment process.

**OUR MISSION**

To nurture the ability and willingness in our community to welcome and support all people as valued and contributing citizens.