



SCHEDULING COORDINATOR

DEPARTMENT:	Human Resources
REPORTS TO:	Director, Human Resources
STATUS:	Permanent Casual
SHIFT:	Days
COMPENSATION:	\$24.81 - \$31.02/hour
UNION:	Non-Union
AVAILABLE TO:	Internal and External Candidates
DATE POSTED:	December 19, 2024

POSITION DESCRIPTION:

The Scheduling Coordinator completes the scheduling process ensuring that accurate information is entered into the scheduling system for all clinical departments. More specifically, this will include:

- Preparing staff schedules for posting
- Processing of all schedule requests
- Replacement of staff as necessary, in accordance with HHHS and union rules/policies
- Reviewing timecard edits in the scheduling system to ensure changes are correctly captured
- Reviewing and entering all change logs, ensuring that overtime, sick time, and banked time are correctly indicated
- Compiling statistics and data
- Supporting the Manager of Clinical Services and the Director of Care as necessary.

This role provides relief and absence coverage for the HHHS full-time, permanent scheduler.

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:

Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON, K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609

PLEASE QUOTE JOB NUMBER:

2024-122

DEADLINE FOR APPLYING:

December 31, 2024 @ 1600 Hours

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.