SOUTH BRUCE GREY HEALTH CENTRE
CHESLEY | DURHAM | KINCARDINE | WALKERTON

Staff Scheduler

Position posting number: 2109172
Rate of Pay: Reference Non-Union
Schedule: Part Time Assignment
Location: Walkerton

South Bruce Grey Health Centre is currently accepting applications for (2) Part Time Staff Scheduler's to join our team.

POSITION PURPOSE

In collaboration with Departmental Managers, the Staff Scheduler coordinates nursing unit scheduling and other departments as assigned, as well as performing support in securing coverage for unscheduled absences. This position includes the duties required in providing support and coverage to the Patient Movement and Flow Staffing Clerk position. As well provides and assists with administrative duties as assigned.

Applicants must meet the following criteria:

- Related minimum 2 year Community College Diploma required
- Technical knowledge of scheduling practices.
- Experience and proficiency using computer software is mandatory
- Recent comparable experience preferred in building, and modifying employees' schedules
- Efficient data entry skills required
- Ability to interpret, understand and apply collective agreement language, relevant legislation and policies and procedures in a consistent manner
- Ability to solve scheduling problems using sound judgment and creative thinking Successful completion of advanced level Excel course or equivalent advanced level knowledge preferred
- Strong organizational skills with ability to multi-task and prioritize in a busy work environment required
- Proven interpersonal skills and excellent communication skills required
- Excellent customer service skills required
- Ability to provide the flexibility and availability to meet the scheduling needs of the department
- Self-directed to work independently with minimal supervision and also able to work collaboratively in a team environment
- Exceptional attention to detail with ability to maintain accurate records and documentation
- Recent satisfactory performance with demonstrated excellence in attendance
- Demonstrated ability to safeguard confidential information Adherence to SBGHC's Core values, policies and procedures, Occupational Health & Safety and Infection Control practices and principles. Advocates and supports SBGHC's culture of patient safety.

Note: As a condition of employment, you are required to submit proof of COVID-19 vaccination to the Hospital's Occupational Health and Safety department. Successful candidates will be required to submit proof of COVID-19 vaccination (two doses) from the Ontario Ministry of Health website or other authorized source directly to the Occupational Health and Safety department. In the event that you are unable to be vaccinated as a result of a ground protected under the Human Rights Code, you may submit a written explanation of the ground and any supporting documentation to determine if you are exempt from this requirement to the recruitment team.

To be considered for this position please submit resumes to Human Resources by email to postings@sbghc.on.ca clearly indicating the posting number noted above.

SBGHC is an equal opportunity employer. We thank all applicants, however, only those selected for an interview will be contacted. SBGHC will provide reasonable accommodation in compliance with AODA when notified by a candidate that accommodation due to a disability is required for the interview process.