



## Scheduling Coordinator

**Permanent | Full time (1.0 EFT) | Days**

Reporting directly to the Director of Human Resources and in collaboration with the Management Team, the Scheduling Coordinator is responsible for staffing, scheduling, payroll processing and administrative support. This is an out of scope position.

### **Qualifications:**

- ❖ Post-secondary education; Diploma, Certificate in relevant fields;
- ❖ Previous experience in a healthcare setting in scheduling, and administrative roles;
- ❖ Payroll processing and coordination experience – Payworks knowledge an asset;
- ❖ Results oriented, proven track record in problem solving and critical thinking
- ❖ Excellent interpersonal, oral, written and presentation skills;
- ❖ Proficient use of computers including Microsoft Office suite;
- ❖ Accuracy, organizational skills and ability to work with minimal supervision;
- ❖ The ability to work under pressure with strict deadlines;
- ❖ Discreet and confidential in staff matters and business matters pertaining to management;
- ❖ Ability to function within an interdisciplinary environment that supports quality services;
- ❖ Demonstrated ability to handle fluctuating workload and ability to prioritize;
- ❖ Knowledge and familiarity with the German Mennonite culture and community an asset;
- ❖ Proficiency in a second language is considered an asset.

### **Responsibilities:**

- ❖ Plans and schedules staffing based on staffing guidelines/rotations, in collaboration with Department Managers and Directors;
- ❖ Receives and processes requests for leave
- ❖ Arranges appropriate staff replacement and communicates same;
- ❖ Prints out timesheets and rotations for all departments;
- ❖ Prepares and posts request sheets and assigns staff to vacancies;
- ❖ Process payroll in Payworks system and ensure timely and accurate submission of all related payroll records to Director of Human Resources;
- ❖ Maintain current records on all employees re: personal contact information, vacation entitlements, sick benefits, salary, leaves of absence, seniority etc.
- ❖ Provide administrative support to leadership as needed

As a condition of employment, a current Criminal Record Certificate, a Mantoux test and an Adult Abuse Registry is required within three weeks of hire date.

**Submit resume to:** Human Resources at [Career@donwoodmanor.org](mailto:Career@donwoodmanor.org)

**Closing date: 0900 on Friday, September 1, 2023**

August 25, 2023