



JOB OPPORTUNITY

Position:	Part-Time Scheduler Two (2) Positions
Department:	Finance
Commencing:	As soon as possible
Wage:	\$29.83/hour to \$34.78/hour
Deadline:	Open until a suitable applicant is found.
Job Description:	Enclosed

Riverside Healthcare Facilities Inc. invites applications from all qualified applicants.

To be considered, please send your completed cover letter, and resume by e-mail to human.resources@rhcf.on.ca or by fax to: 807-274-2898.

For more information, please contact Human Resources at:
human.resources@rhcf.on.ca



JOB DESCRIPTION

POSITION (Title):	Part-Time Scheduler
DEPARTMENT/SERVICE AREA:	Finance
SITE:	La Verendrye General Hospital
REPORTS TO (Title):	Scheduling Coordinator

The Finance Department has an opening for two (2) Part-Time Scheduler position. The successful candidate must be able to meet the normal requirements of the job and possess the following qualifications:

QUALIFICATIONS NECESSARY:

- Two-year post-secondary Diploma or degree in a healthcare, business or a related discipline.
- Minimum of 3 years related experience, or equivalent acceptable to the organization.
- Demonstrates a high degree of proficiency in Microsoft Office Applications (Word, Excel, Outlook, PowerPoint, Teams) and financial reporting and accounting applications.
- Experience in a unionized environment.
- Well-developed verbal and written communication skills.
- Demonstrated strong interpersonal skills with ability to function effectively independently, within a team, with front line personnel, and management.
- Demonstrated ability to function effectively in a fast-paced environment with excellent organizational and time management skills with the ability to multitask and prioritize workload.
- Must possess a high degree of confidentiality and honesty.
- Carry out all work assignments safely and be knowledgeable of and in compliance with relevant legislation, regulations, policies and procedures.

GENERAL RESPONSIBILITIES:

- Supports and assists in the day-to-day scheduling and staffing according to guidelines, controls, policies, procedures and collective agreements, ensuring timelines are adhered to.
- Reporting directly to the Scheduling Coordinator, the incumbent performs the scheduling for nursing staff including (RN, RPN, PSW / HCA), but not limited to call-in, change of shifts, illness, stats and vacation, as well as schedules education for nursing staff.

SPECIFIC DUTIES:

- Follows the Collective Agreements, as applicable, when processing scheduling and staff replacement practices.
- Ensures financial controls are in place and adhered to and that financial and human resources are used appropriately, responsibly and efficiently in the use of Agency and Contracted Staff.
- Inputs and maintains Master Rotations into the computerized Scheduling Application that may cover more than one manager, multiple departments, disciplines and skill types.
- Prepares monthly schedules to incorporate pre-approved leaves, scheduling adjustments, mutual exchanges, vacations, etc.
- Supports and assists in maintaining and preparing the day-to-day scheduling process, including but not limited to entering and posting schedules to be uploaded to the Payroll System for the calculation of pay, requests for vacation, leaves of absence, filling short call needs and other requests.

- Ensures schedules, schedule exceptions and payroll schedule submissions are documented, authorized/approved, accurate and submitted in a timely and efficient manner.
- Reviews timecards and verifies accuracy of hours worked.
- Perform regular reconciliations and audits of data and processes to ensure data integrity, consistency and compliance. Including, but not limited to audits and reviews of timecards to verify and confirm accuracy and compliance of hours used in the calculation of pay.
- Collaborates with Management and Human Resources to understand staffing baseline requirements in order to build, modify and maintain employees' schedules, review and input shift trades and manage vacation requires in Scheduling Software.

CURRENT ASSIGNMENT:

- This position may be required to work days, evenings, nights, and weekends

CONDITIONS OF EMPLOYMENT:

1. Human Resource Policies
2. Corporation Policies
3. Department Policies
4. Must provide satisfactory criminal record check
5. Valid Driver's License – Class 'G'