

JOIN OUR TEAM!



THE ROLE

Scheduler, Grandview Lodge (GVL)

This is a permanent full-time role at the County, with an annual compensation range of \$58,022 - \$70,580.

THE OPPORTUNITY

Using your excellent organizational skills, you'll be responsible for scheduling Grandview Lodge's unionized employees, ensuring shifts are filled accordingly per the collective agreement. While also ensuring that any open shifts are properly called out and filled based on employee seniority.

As Scheduler you will also perform various administrative duties to assist with recruitment efforts, employee information/ records, and attendance statistics. Lastly, you'll coordinate payroll information using our payroll automation system, so attention-to-detail is a must.

THE PERKS

- Defined Benefit Pension
- Paid Vacation
- Employee Recognition
- Wellness Programs
- Safe Friendly Work Culture
- Professional Development
- EFAP Program
- 35 Hour Work Week



- College Diploma relative to the area of responsibility



- Some prior current related experience



- Self-Direction
- Critical Thinking
- Interpersonal Communication

THE COUNTY

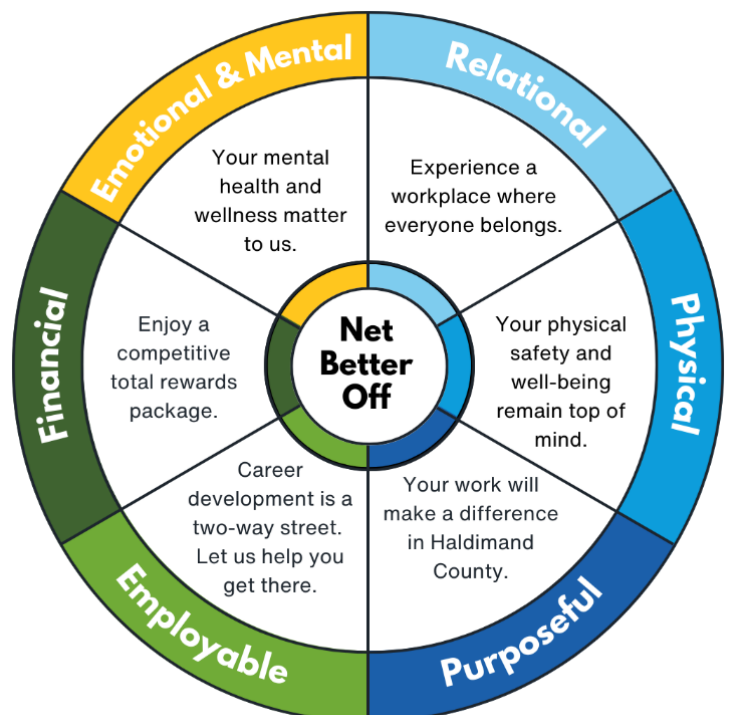
Haldimand County believes in compassionate and innovative approaches to resident care. Grandview Lodge is an award-winning, nationally accredited 128-bed long-term care home in Dunnville. Located on the shores of the Grand River, you'll find the environment to provide a calming presence to employees and residents alike. By joining our dynamic team, you open the door to a rewarding career where we prioritize the health and wellness of our employees, their families, and the communities we serve.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **March 24, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.



JOB DESCRIPTION

Scheduler, Grandview Lodge

POSTING #: NU-2024-04 (Repost)	Employer Group: Non- Union
POSTING PERIOD: March 15-24, 2024	Reporting To: Director of Nursing
Grade: 6	Position Status: Permanent Full-Time
Wage Range Annually: \$58,022 - \$70,580	Hours Worked Per Week: 35 (including rotational weekends)
	Location: Grandview Lodge, Dunnville

CORE COMPETENCIES:

Self- Direction | Critical Thinking | Interpersonal Communication | Emotional Intelligence

POSITION SUMMARY:

Responsible for all aspects of scheduling for Grandview Lodge (GVL) unionized employees including the interpretation of related collective agreement language. Additionally, this position will coordinate payroll information for GVL employees using the payroll automation system. Ensures staff shifts are accurately scheduled and filled accordingly.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Community College Diploma relative to the area of responsibility, completed within two academic years.

Experience

- Some prior experience in administrative or customer service.
- Special consideration will be given to applicants with the following:
 - Prior experience working with Staff Schedule Care Software

Knowledge/Skills

- Thorough understanding of Grandview Lodge and administration procedures to recommend and/or undertake activities that increase the efficiency of department/ division (i.e., communication documents, attendance/ staffing reports and records management).
- Excellent capacity for the use of scheduling technology along with the ability to recognize and suggest process improvements using technology.
- Good understanding of municipal government, its operations, services and legislation that affects Grandview.
- Ability to influence staff to reach common objectives of the home.
- Ability to interpret collective agreements, with specific knowledge and understanding of union contracts as they relate to scheduling, to ensure rules are applied for scheduling purposes.
- Valid Ontario Driver's License and access to a reliable vehicle.
- Excellent verbal and written communication skills with the ability to report, explain, provide clarification, and persuade to gain approval.
- Demonstrated initiative, and ability to make decisions involving routine tasks, within established procedures.
- Demonstrated ability to work independently referring only to major problems to supervisors/ managers.
- Demonstrated ability to exercise significant discretion and sensitivity involving occasional access to

confidential data.

- Demonstrated analytical and problem- solving skills involving occasional ingenuity, and minor refinement of procedures when necessary.
- Demonstrated capability to provide orientation or technical guidance, as needed.
- Organizational skills with considerable attention to detail to avoid effort and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale, team building and team spirit.
- Technology Aptitude
 - Demonstrated proficient computer skills to perform and troubleshoot common software performance and hardware issues on various technological devices while adhering to cybersecurity and leading best practices proficient skills to perform and troubleshoot common.
 - Advance knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
 - Computer proficiency in Staff Schedule Care (SCC).

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Corporate

- Follow the Grandview Lodge (GVL) philosophy of delivering care to Residents by utilizing DementiAbility and gentle Persuasive Approaches (GPA) principles.
- Ensure the Residents Bill of Rights is respected, and the guidelines set out by relevant provincial legislation, regulations and directives are followed, by communicating with residents, visitors, and other personnel in a courteous manner.

People

- Provide guidance to employees related to scheduling and time-off matters, under the supervision of the Director of Nursing (DON). Provides customer to all unionized employees by ensuring that schedules and pay records are accurate.

Timeline

- Develop and post employee schedules for assigned groups and amend as required to ensure Resident care is maintained, in accordance with current policies and collective agreements.
- Replace vacant shifts on the schedule and manage the call-in process, when/ as required, and often on short notice.
- Ensure payroll data collection and time/pay transaction entries for union employees are accurately processed, and laisse with Human Resources (HR) to ensure employees are paid correctly.

Money/Asset

- Organizes and collaborates with nursing agencies to fill gaps and book shifts in nursing schedules.

Functional

- Schedule Preparation and Planning
 - Schedules employees as directed by leadership team and within collective agreement language
 - Communicates leadership with the any employee issues, concerns, or complaints in a confidential manner. Looks for solutions to address identified concerns
 - Maintain the employee vacation and statutory holiday approval process as delegated by the DON in conjunction with the Leadership Team
 - Maintain approved records management systems ensuring that documentation is readily retrievable.
 - Tracks and audits data for scheduling concerns, calls and requests
 - Maintains staff master schedule for all unionized staff
 - Completes call ins for sick, bereavement and time changes as directed by HR
 - Works to resolve staffing concerns and advises supervisor of possible solutions to issues presented
 - Prepares daily assignment sheets
 - Provides orientation to new hires on scheduling processes and rules
 - Follows the direction of employee health to ensure staff are added and removed from the master schedule and coded in scheduling software accurately

- Shift Call Outs
 - Places calls to staff to offer shifts at straight time and overtime
 - Collaborates with nursing agencies to book shifts to ensure all shifts are covered to meet staffing levels
- Administrative Supports
 - Prepare data analysis and reports as requested by management or Human Resources, for the purposes of collective bargaining, attendance support or other corporate programs.
 - Assists supervisor in initiating the recruitment of vacant lines
 - Maintain/update employee records employment information forms.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

POSITION REQUIREMENT(S):

A Current (within the past 6 months) Police Check	OPP LE 220 or Equivalent
Two- Step TB & Mantoux Test	Yes

WORKING CONDITION(S):

- Will be required to work days, evenings, and rotating weekends.

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.