



## **ST. PATRICK'S HOME OF OTTAWA - JOB POSTING Scheduling Clerk**

Reporting to the Manager of Human Resources & Staff Development, the Scheduling Clerk contributes to the smooth functioning of the Nursing Department through the coordination of programs including staff scheduling.

The Scheduling Clerk is responsible for:

- Preparing and maintaining rotations, daily attendance records, vacation planning and other records related to staff coordination for the Nursing Department.
- Responsible for the development of the Master Schedule in accordance with Collective Agreements and the policies and procedures of the Home.
- Replaces staff as required in accordance with the Master Rotation.
- Completes payroll for Nursing Department through on-going maintenance of scheduling software.
- Coordinates nursing staff internal in-services and external education, utilizing outside resources as per the contracts.

### **Education & Qualifications**

- High School Diploma or Equivalent
- Ability to work in a team environment and communicate effectively
- Advanced Excel and Word Processing skills.
- Ability to practice effective interpersonal relationships.
- Exceptional organization skills with the ability to prioritize tasks and work within deadlines.
- Ability to interpret and apply articles of the collective agreements into the scheduling process.
- Experience in scheduling in a unionized environment and with payroll processing would be considered an asset.
- Exhibits the ability to maintain confidentiality and discretion.

**Interested applicants can apply via email to: [HR@stpats.ca](mailto:HR@stpats.ca) no later than March 31, 2021.**