



Scheduling/Staffing Clerk

Part time - Non Union

Human Resources/Payroll Office

The Winchester District Memorial Hospital is located in the Town of Winchester, less than 40 minutes south of Ottawa. Our Hospital family is comprised of approximately 315+ staff, 200 volunteers, and a growing number of medical staff, together providing exemplary care to the patients in our catchment area.

With approximately 315+ employees comprising 2 different unions as well as a non-union group, the **Part time Scheduling/Staffing Clerk** will be responsible for the timely and accurate utilization of the automated Scheduling and Staffing programs and all related duties pertaining to Scheduling and Staffing employees for the Hospital.

The Qualifications and Duties of this position include, but are not limited to:

- Certification as a Staffing Services Clerk is preferred/ or a combination of experience and education is acceptable
- 2 years of recent experience working as a staffer/scheduler with union and nonunion employee groups requiring a 24/7 work schedule – preferably in the health care field
- 2 years of recent experience using an automated scheduling/staffing software. **KRONOS - ESP** scheduling/staffing software experience preferred
- Proven ability to work as a team player with other Staffing/Scheduling staff, Payroll Administrator, as well as work successfully in a collaborative, interdepartmental setting
- Ability to establish harmonious report with employees and communicate effectively both verbally and in writing
- Excellent interpersonal skills and telephone skills required
- Familiarity with automated payroll systems (preferably ORMED/Medisolution) and the relationship between payroll timecard import functions and automated scheduling software
- Verify employee time worked in correlation with schedules, and ability to interpret and apply terms and conditions of all central and local collective agreements as they pertain to compensation/benefits.
- Proven excellent multi-tasking abilities and attention to detail in a fast-paced environment
- Investigate and resolve any employee inquiries concerning compensation
- Work with managers to ensure that staffing levels are maintained and vacant shifts are filled in a timely manner and in accordance with Collective Agreements.
- Review biweekly time cards for accuracy prior to upload to the Payroll System
- Provide backup to the Payroll Administrator for issuing Employee Photo ID, Parking Administration and Building Access as required.
- Weekend and/or work during holidays may be required occasionally in this position
- Ability to work independently with minimal supervision
- Ability to provide an acceptable Police Check (Vulnerable Sector) prior to starting employment
- Other duties as assigned

Winchester District Memorial Hospital welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please forward all resumes to: K. Chambers – Corporate Manager Recruitment/Compensation and Benefits by email to: kchambers@wdmh.on.ca

We thank all applicants for their interest however only those selected for an interview will be contacted

This competition closes January 10, 2017 at 5:00 pm