



VACANCY POSTING

Vacancy: Scheduling Clerk
Description of Position: **Temporary** Part time
Number of Vacancies: 1 Position
Unit: Human Resources
Employee Group: Non-Union Support
Hourly Rate: \$29.10 - \$36.39

Date Posted: September 11, 2026
Closing Date & Time: September 18, 2026 at 1700 hours
Reference Number: #26-148 T-PT SCHEDULING CLERK

ROLES AND RESPONSIBILITIES

PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

SUMMARY OF POSITION:

Reporting directly to the Corporate Manager – Recruitment, Compensation & Benefits, the Scheduling Clerk carries out staffing and scheduling responsibilities according to pre-established guidelines, policies, and collective agreements. Refers any questions requiring interpretation of collective agreements to the Vice President – Corporate Services. Consults with UKG help desk regarding software-associated questions.

NATURE AND SCOPE OF WORK

Duties include, but are not limited to:

Staffing:

- Forwards all requests for vacation, leaves, of absences, or other request to the Clinical Manager for approval
- Assists Clinical Manager in determining the availability of employees to work additional hours
- Contacts employees to work additional shifts as indicated and approved by the Clinical Manager
- Documents responses to calls to determine employee's adherence to availability declaration guidelines

Administers Computerized Scheduling System:

- Acts as UKG Pro Administrator to ensure system is current and adjusts master rotations etc.
- Adjusts system as required and directed by the Vice President – Corporate Services to incorporate Collective Agreement changes
- Consults with UKG help desk as required to activate new features of program or to trouble shoot system failures

Scheduling:

- Inputs Master rotations into the computerized UKG Pro scheduling program
- Prepares monthly schedules to incorporate pre-approved leaves, scheduling adjustment, mutual exchanges, vacations etc.
- Circulates draft schedules to units that self-scheduler to facilitate the picking of designated unassigned shifts
- Enters self-schedulers information and posts monthly schedule in compliance with collective agreement timelines
- Generates Daily Flow Sheet/Biweekly Schedules for all hospital departments
- Collects daily Flow Sheets and ensures all Daily Flow Sheets/Biweekly Schedules are signed by the employee to verify that the hours worked as scheduled are/or exceptions are documents
- Adjusts computer schedules on a daily basis
- Assigns correct codes for all scheduling entries to ensure proper pay and accurate statistical data
- Adds/deletes employees into UKG system as advised by Manager
- Answers any employee's scheduling related questions and reports any changes required to Payroll

Training:

- Schedule and facilitate the corporate orientation day once per month
- Provide UKG training to all new employees to ensure they are familiar with scheduling system guidelines and policies

Reporting:

- Prepares reports from the scheduling system as required

QUALIFICATIONS

- Grade 12 Secondary School Diploma
- Previous staff scheduling experience required and/or data entry in a healthcare facility and/or unionized environment an asset
- Advanced problem solving and strategic thinking skills
- Strong computer skills using Microsoft Outlook, Word, Excel, PowerPoint,
- Knowledge of Crystal Reports, and Kronos Scheduling System an asset
- Excellent organizational and prioritizing abilities
- Strong oral communication skills
- Excellent interpersonal skills
- Excellent time management skills
- Responsible, mature appreciation of confidentiality
- Works well independently and in a team atmosphere
- Considerable attention to detail
- Ability to maintain composure and professionalism in a high stress environment.
- Experience in working with collective agreements
- Excellent attendance and appropriate availability to fulfil shift commitment

- Ability to relate well with members of the health care team
- Responsible for own professional development
- Ensure that patients are treated within a safe environment
- Obtain a satisfactory Police Check (vulnerable sector)

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

APPLICATION INFORMATION

Further information is available from **Brenda Fancey, Corporate Manager at extension #6330**. Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Manager Recruitment, Compensation and Benefits at bfancey@wdmh.on.ca. When applying for any posted vacancy it is mandatory that you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

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