

JOB POSTING – SCHEDULER/HUMAN RESOURCES ASSISTANT

Community Living – Grimsby, Lincoln & West Lincoln (CLGLWL) is a non-profit organization that provides meaningful and high quality services and supports to children, youth and adults with an intellectual disability and their families living in West Niagara.

CLGLWL is piloting a scheduling project supporting a sister agency. Therefore, we are looking for a **full-time Scheduler/Human Resources Assistant** on a one-year contract. Under the supervision of the Director of Operations, the successful candidate in this position will work a flexible schedule based on a 40-hour work week with some weekend hours. The person will be responsible for providing scheduling services agency-wide through Go Easy Care, our scheduling software program. Assistance with employee recruitment is also required.

PRIMARY RESPONSIBILITIES:

- Works with Supervisors/Coordinators to schedule staff based on the needs for coverage at assigned program locations.
- Maintains the developed working schedules as well as master schedules accordingly.
- Works with the staff members at various locations to fill shifts vacant due to staff vacation requests, lieu time, training, staff meetings, etc.
- Covers unexpected vacancies as required due to sick, emergency, bereavement, staff injury and other absences.
- Ensures that schedules are completed and posted to the various locations within the timelines identified in agency policies and procedures.
- Ensures scheduling is compliant with the Employment Standards Act, Human Rights Code and all agency policies and procedures.
- Promotes, advertises and obtains student and community volunteers for placement opportunities within the agency.
- Develops and posts all internal and external job postings, schedules interviews, performs reference checks.
- Completes any other duties relate to scheduling or recruitment as assigned.

EDUCATION, KNOWLEDGE AND SKILL REQUIREMENTS:

- Knowledge of employment legislation (e.g. Employment Standards Act, Ontario Human Rights Code, Health and Safety)
- Completed relevant secondary education and experience with Human Resources/Administrative duties
- Attention to detail
- Excellent organizational, time management, oral and written communication skills
- Ability to problem solve and develop strategies for scheduling
- Ability to work independently and take initiative
- Excellent computer skills
- Familiarity with scheduling

Interested applicants are invited to submit a cover letter and current resume in confidence by June 30th, 2021 to hr@cl-grimsbylincoln.ca.

Accessibility accommodations are available for the recruitment process upon request. Accommodation queries should be directed to the Human Resources Department at (905) 563-4115 Ext. 210.

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