

JOB POSTING

Community Living – Grimsby, Lincoln & West Lincoln is a non-profit organization, which provides services and supports to children, youth and adults with an intellectual disability and their families living in West Niagara, so that their quality of life in the community is meaningfully improved.

We currently have a **Full-time 1 year Contract for a Scheduler/Human Resources Assistant**. Reporting to the Director of Human Resources, the successful candidate in this position will work a flexible schedule based on a 40 hour work week and will be responsible for providing scheduling services Agency wide, using the ComVida HRIS and Scheduling software program. This includes populating the system with a master rotation and making adjustments as required for approved requests for time off, sick time and any other matters that will alter the schedule. This position will also be the back-up for payroll.

PRIMARY RESPONSIBILITIES:

- Works with the program Supervisors/Coordinators to schedule staff based on the needs for coverage for all CLGLWL Programs.
- 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 and staff meetings, etc.
- Covers unexpected vacancies on a daily basis due to sick, emergency, bereavement, staff injury and other absences that occur as required
- 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.
- Promote, advertise and obtain student and community volunteers for placement opportunities within the agency.
- Develops and posts all internal and external job postings.
- Complete any other duties as assigned by the Director, Human Resources

EDUCATION, KNOWLEDGE AND SKILL REQUIREMENTS:

- Knowledge of 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 – familiar with Scheduling/HRIS systems

Interested applicants are invited to submit a cover letter and current resume in confidence, indicating salary expectations by August 13, 2018 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.