



Clerk, Staffing/Scheduling, Veterans Care Program - 1 position	Posting #: 49651
Veterans Care Program	Posting Date: February 17, 2023
Parkwood Institute Main - London, ON	Submission Deadline: February 23, 2023
Full Time	Stacy Kearns, Human Resources
Non-Union	

REPOSTED

Responsible for preparation of staff schedules (for approximately 200 employees) including coordination of coverage for staff call-ins, vacation requests, etc. Responsible for entering all approved schedules in the Workbrain time and attendance system. Provides reports to clinical leadership related to staffing i.e. sick time, vacation, balances, etc.

Essential Qualifications

- Ontario Secondary School Diploma or equivalent in the Province of Ontario
- Office Administration certificate program
- General Knowledge of payroll processes and collective agreements
- Demonstrated computer expertise with intermediate level in Word, Excel and Outlook
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills both verbal and written
- Demonstrates a professional and positive attitude toward supporting internal customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions

Preferred Qualifications

- Proficiency in French would be an asset
- Knowledge of patient care systems
- Previous experience preparing staffing schedules using collective agreements
- Experience using a staffing/scheduling system (i.e. Workbrain)

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid management in the workplace.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated. Only those under consideration will be contacted.