



Clerk, Staffing/Scheduling, Mount Hope - 1 position	Posting #: 54236
Mount Hope	Posting Date: December 18, 2024
Mount Hope Centre for Long Term Care - London, ON	Submission Deadline: December 24, 2024
Casual Part Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

The successful candidate will provide assistance to the scheduling office to schedule nursing staff for resident care.

Essential Qualifications

- Successful completion of a post-secondary Office Administration Diploma
- Demonstrated computer skills Microsoft Office Suite, including basic Word and intermediate level of knowledge in Excel
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Previous experience with computerized patient care, scheduling, payroll and online ordering systems
- Excellent interpersonal and communication skills to ensure that information is provided accurately and professionally in person, writing and by phone
- Ability to work quickly and accurately in a busy environment
- Strong customer service focus along with previous experience dealing with the public
- Demonstrated ability to problem solve effectively
- Previous experience scheduling staff and working with payroll systems
- Experience in a healthcare environment
- Excellent communication skills, both written and verbal as well as excellent grammar, spelling, proofreading and composition skills
- Excellent organization and time management skills to effectively provide support to all team members
- Ability to work independently as well as on a team
- Ability to prioritize multiple demands
- Detail oriented
- A police record check completed within the last six (6) months from a Canadian Police Information Centre (CPIC), inclusive of vulnerable sector screening, will be required of the successful candidate

Preferred Qualifications

- Previous scheduling experience
- Experience in a health care environment
- Demonstrated flexibility, adaptability and ability to manage change in a dynamic environment
- Experience working with collective agreements in a unionized environment
- Proficiency in French would be an asset

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 three doses of the Covid-19 vaccine (primary series/boosters, XBB or KP.2)
OR one dose of KP.2 vaccine at least 14 days prior to the start date.
- 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.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*