



Clerk, Staffing/Scheduling, Security Services - 1 position	Posting #: 55170
Security Services	Posting Date: June 13, 2025
Parkwood Institute Main - London, ON	Submission Deadline: June 19, 2025
Full Time	Wade Baillie, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

The Scheduling Clerk is responsible for the preparation of staff schedules including coordination of coverage for staff call-ins, on-call schedules, vacation requests, time-off requests, etc. The Scheduling Clerk will also be responsible for entering all approved schedules and changes in the Workbrain Time and Attendance system. This position will also provide reports to leadership related to staffing i.e. sick time, vacation balances, etc.

The Scheduling Clerk within Security Services also provides backup operational coverage support in the Mailroom and Transportation Services, as well as supporting administrative duties for the Security Services team,

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
- General knowledge of payroll processes
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Excellent interpersonal and communication skills to ensure that information is provided accurately and professionally in person, writing and by phone
- Ability to work in a high pressure and fast paced environment
- Demonstrated ability to solve problems effectively
- Excellent communication skills, both written and verbal as well as excellent grammar, spelling, proofreading and composition skills
- Demonstrates a professional and positive attitude toward supporting staffing
- 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 and demonstrated accuracy
- Ability to document and report information to various stakeholders within the organization
- Ability to analyze staffing patterns and anticipate needs, and/or suggest changes to the scheduling processes to the Manager when needed.

Preferred Qualifications

- Previous experience with scheduling, payroll and online ordering systems
- Experience in a health care environment
- Demonstrated flexibility, adaptability and ability to manage change in a dynamic environment
- Knowledge of the geographic layout of the hospital
- Knowledge of the postal/courier systems
- Knowledge of office and mail practices and procedures
- Ability to operate postal machines, scales, photocopiers and fax machines

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 vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- 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.*