



Staff Scheduler

Job Summary:

Under the overall direction of the Human Resources Director, is responsible for providing support to the Human Resources department, Directors, Managers, On-Call, and frontline staff. Responsibilities include handling shift cancellations, and scheduling replacement staff, with support to the recruitment and onboarding process. The Staff Scheduler is also responsible for producing reports and streamlining processes in consultation with the HR Director, with a focus on efficiencies and a goal of staffing worksites while reducing overtime usage across the organization. The Staff Scheduler is privy to confidential information and discussions within the human resources department and may be involved in business of a disciplinary nature that is relevant to the scheduling department.

Key Duties and Responsibilities:

- Process casual employee “Availability” information: collects Notice of Availability forms, verifies seniority information, distributes to programs monthly.
- Typically handles replacement for vacancies with 7 or more days’ notice. Backfill requirements with shorter notice are generally handled by program manager (or designate) but may be assigned to the Staff Scheduler if necessary.
- Receives shift cancellations from staff and strategically backfills the vacancies.
- Enters shift assignments in Comvida.
- Identifies, tracks and reports scheduling concerns, and the need for relief staff.
- Assists with vacation selection and approval process for direct service employees.
- Supports Directors, Managers and On-Call with understanding strategic shift filling, and the use of overtime.
- Collects data and prepares reports relevant to scheduling functions and responsibilities.
- Participates in the development and implementation of systems related to scheduling.
- Develops and distributes communications throughout the organization.
- Provides support with data entry into the ComVida and ShareVision systems.
- Reviews payroll entries and processes for accuracy.
- Develops and updates scheduling related documentation.
- Requires involvement with confidential information.

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- May require performance management as needed.

Other:

- Provides general office assistance, helping staff and members of the public visiting or calling the office.
- Recruitment and onboarding support.
- Other related duties as directed by the Human Resources Director.

Qualifications:

- Related degree or diploma preferred (i.e. social work, psychology, human resource management and leadership development), and/or two years of directly related experience in a community living setting,
- And/or an equivalent combination of education, training and experience, and
- A minimum of two years in a management position with human resources responsibilities is preferable.

Job Skills and Abilities:

- Sound knowledge of human resource management.
- Highly organized, strategic thinker with excellent time management skills.
- Solid understanding of how to interpret a Collective Agreement and Employment Standards.
- Ability to work as part of a team, and independently.
- Must be comfortable with navigating conflict and asserting oneself and/or position.
- Must be comfortable working under pressure in a fast-paced environment with time pressures and competing priorities.
- Demonstrates initiative to look at the overall efficiencies in the organization.
- Proven ability to effectively communicate verbally and in writing with an attention to detail.

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- Demonstrated ability to work with computers (MS Word, MS Excel, and other software programs such as ShareVision, ComVida).
- Ability to ensure that program delivery is in compliance with Association's policies, procedures and philosophies.
- Demonstrated knowledge of community living principles.

Hours of Work: Part time – 25 hours per week. Monday-Friday 12:00-17:00 preferred, but hours of work can be flexible depending on needs.

Compensation: \$24.00-\$25.00

Please email your CV and cover letter to: hassistant@kardel87.com

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