JOB POSTING

File #: Non-Un 12-014

Employee Group: Non Union

Work Location: Corporate

Vacant Position: Staff Scheduling Project Specialist

Status: Temporary Full Time (up to 18 months)

Posting Period:
May 22, 2012 to May 29, 2012

Please direct inquiries to:
Liseta Medeiros, Recruitment & Staffing Specialist, (613) 548-7222 x 2772

Apply in writing quoting file # in subject line to:
work@providencecare.ca
or send fax to: (613) 544-6036

Applications submitted by email to work@providencecare.ca will receive an automatic notice of receipt.

All applicants are required to include an up-to-date resume outlining how their qualifications match position requirements.

All new hires to Providence Care must complete the Criminal Information Request/Vulnerable Sector Screen through your local Police Station. The cost is the responsibility of the applicant and this Criminal Information Request/Vulnerable Sector Screen must be successfully completed prior to the commencement of employment with Providence Care. Please note that this process may take a few days up to a few months to complete.

For a complete list of duties and qualifications, please obtain a job description from Recruitment & Staffing.

Job Summary:
Reporting to the Manager, Staff Scheduling, the Staff Scheduling Project Specialist provides support in the development of a staff scheduling department and the implementation of an electronic staff scheduling system. This support includes activities such as analyzing, assessing, and documenting current scheduling practices; identifying risks and contributing ideas and methodologies to process redesign; review and analysis of master rotations and development of new rotations where applicable; offers recommendations for cost effective scheduling solutions. Handling confidential and sensitive information, the Project Specialist will work at all three Providence Care sites

Qualifications:

- Diploma in Business Administration, or Office Administration
- Minimum of three (3) years of experience in staff scheduling within a unionized health care environment required
- Equivalent education and experience may be considered
- Experience in a supervisory level, an asset
- Experience in project management, an asset
- Ability to handle confidential and sensitive information related to employee absence and department/program restructuring
- Demonstrated ability to prioritize work effectively, manage a full work load and meet deadlines in a busy environment with frequent interruptions
- Demonstrated trouble shooting skills and ability to problem solve issues that may arise in carrying out the duties of this position
- Demonstrated analytical skills to create and amend master rotations
- Demonstrated commitment to working with confidential and sensitive information
- Demonstrated use of computer database systems
- Intermediate skills in working with Excel, Word and Outlook
- Strong communication, interpersonal and listening skills in able to deliver effective customer service and to educate applicable staff in the use of the scheduling software
- Demonstrated effectiveness with supervising and mentoring staff to achieve desired outcomes
- Demonstrated ability to establish courses of action for self and others to achieve optimal outcomes
- Demonstrated effectiveness in identifying and analyzing situations and problems; finding viable solutions with consideration to overall strategies
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation
- Demonstrated client-centered focus and commitment to the Mission, Vision, Values and goals of the department and of Providence Care
- Demonstrated effectiveness working with minimal supervision with proven reliability and trustworthiness

Working Conditions:

- Sitting for extended periods of time and viewing a computer monitor
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects
- Physically able to participate in training sessions, presentations, and meetings