



Campbellford Memorial Hospital

146 Oliver Road, Campbellford, ON K0L 1L0 • 705-653-1140 • www.cmh.ca

Job Posting – CUPE Local 2247

C25-46

Position: Permanent Full-Time Staffing & Scheduling Clerk

Department: Human Resources

Classification: Permanent Full-Time

Position summary:

Campbellford Memorial Hospital is seeking a dedicated and reliable Scheduling Clerk who is responsible for the accurate and efficient scheduling of staff in accordance with collective agreement provisions, organizational policies, and departmental needs. Working as part of a collaborative team, the Scheduling Clerk ensures adequate staffing levels are maintained across all units while supporting operational priorities and continuity of care.

Duties:

- Acts as the Hospital expert super-user for the scheduling software
- Provides orientation on the software to other staff and managers involved in the scheduling procedures
- Develops work schedule for all assigned departments Posts work schedules.
- Posts availability schedules
- Calls in replacement and/or extra staff daily Records any shift changes on work schedules.
- Develops vacation schedules.
- Ensures accuracy of scheduling data for the purposes of payroll by:
 - Ensuring all shifts are recorded and coded correctly.
 - Ensuring overtime slips are signed and recorded correctly.
 - Ensuring shifts are charged to the correct unit.
- Notifies payroll of any corrections/errors as per hospital process.

Qualifications:

- Medical Office Administration Diploma or equivalent education and experience
- Previous scheduling experience is required, preferably using an automated scheduling and call-out system

Required Skills:

- Computer competency in use of Microsoft Office Suite, ie. Word, Excel and E-mail.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills, including the ability to use professional tact and diplomacy during difficult conversations
- Demonstrated ability to work independently and use critical thinking skills to solve problems effectively.
- Demonstrated ability to manage time effectively and complete work within set deadlines
- Excellent organizational skills and ability to re-prioritize tasks.
- Demonstrates an understanding of ethical behaviours and confidentiality requirement in a health care institution.
- Demonstrates good attendance and punctuality with the ability to maintain this standard.
- Accurate data entry skills (40wpm)

Hours of Work: Monday – Friday 8:00am – 4:00pm

Our Purpose: [We Touch Lives with Care](#)

Wage Rate: \$26.718 - \$28.346

HOW TO APPLY: Email your resume and cover letter to **careers@cmh.ca** with the job title and competition number **C25-46** in the subject line. Those selected for an interview will be contacted.

OUR HOSPITAL: At CMH we have a 38-bed in-patient unit, Emergency Department, Day Surgery, Diagnostic Imaging, Laboratory and more. We serve the area between Peterborough and Belleville, providing the only Hospital between these two larger centres.

OUR COMMUNITY: Campbellford is a small, picturesque town in the heart of the municipality of Trent Hills. Living in Trent Hills will bring you closer to nature, offering an outdoor lifestyle with close proximity to the Trent Severn Waterway, Ferris Provincial Park, and a wealth of trails for ATVs and snowmobiles. We thank all applicants for their interest in Campbellford Memorial Hospital. In an effort to promote employment equity, we welcome applications from all qualified individuals including Aboriginal persons, immigrants, members of minority groups, women, and persons with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process



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