



Job Posting – CUPE Local 2247

**C25-82**

**Position:** Permanent Part-Time Staffing & Scheduling Clerk

**Department:** Human Resources

**Classification:** Permanent Part-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, i.e. 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:** This position is regularly scheduled for three (3) shifts per week onsite from 8am to 4pm. Employees will not be scheduled to work on statutory holidays.

This arrangement ensures consistent weekly hours while respecting statutory holiday provisions in accordance with the CUPE Collective Agreement

**Wage Rate:** \$26.72 - \$28.35

**Union Details:** This position follows the CUPE Local 2247 collective agreement, Article 9.05, which governs job classifications and seniority rights.

**Application Process:** Submit applications quoting Competition Number C25-82 to Jennifer Bonnici Elias, Human Resources, via email at **[careers@cmh.ca](mailto:careers@cmh.ca)** by January 6<sup>th</sup> at 4pm.

**Accommodations:** If you require accommodations during any part of the application process, please notify Jennifer Bonnici Elias at [jbonnicielias@cmh.ca](mailto:jbonnicielias@cmh.ca). All requests will be handled in confidence in compliance with accessibility standards.



**Campbellford  
Memorial Hospital**

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