
Job description – Staff Scheduler

(2) Part-Time Positions

ABOUT SHALOM VILLAGE

Shalom Village is a non-profit campus of care that specializes in the health and wellbeing of Hamilton area seniors. We provide an unwavering commitment to making every day the best day possible for the seniors who depend on Shalom Village services and programs.

Through their dedication, training and commitment to seniors, our team members transform the lives of older adults through a variety of programs and services, including long-term care, senior living apartments, fitness, community wellness and social programs.

Our long-term care services provide a homey environment and programs for frail seniors, while our independent living apartments are perfect for more active seniors. Our fitness and community programs support local seniors living at home, while also providing them with the opportunity to socialize with their peers, learn new skills, and stay healthy and fit. ***Shalom Village has something for every Hamilton senior!***

**Founded by the Jewish Community, for the benefit of all individuals throughout the Hamilton Region, our Jewish values and traditions ensure that all residents & participants, benefit from the respect, compassion, and dignity inherent in the Jewish faith. Shalom Village welcomes and celebrates individuals from all backgrounds and faiths.

MISSION, VISION & VALUES

Our Vision: Honouring our Fathers and our Mothers

Our Mission: To provide opportunities for the continuity of life interests, values, and relationships for those who need supportive housing, long term care, convalescent care, adult day services and specialized fitness facilities within the context of Jewish Values and Kashruth. We want all those who need our services to feel AT HOME.

Our Values: At Shalom Village we use the acronym AT HOME to provide a clear link between our vision, mission, values, and most importantly how these guiding principles are brought to life for all who live, work, volunteer or visit at Shalom Village.

Acknowledge: We will listen to each other and commit to being approachable, trustworthy, and helpful while valuing each person's contributions, perspectives and differences.

Together: We will support each other and believe that together we can achieve anything.

Home: We will create a feeling of comfort, trust, familiarity, and safety that honours Jewish Values and brings about each individual person's feeling of being at home.

Organization: We will strive for learning, innovation, accountability, transparency, and excellence in all we do.

Memories: We will share memories and create new ones through relationships, sharing, and celebrations.

Enablement: We will empower, encourage, and focus on each other's strengths to make possibilities possible and accomplish our goals.

As a charity that depends on donor support, Shalom Village Staff play a vital role in our ability to deliver the lifesaving programs that benefit Shalom Village residents and participants. It is crucial that staff members believe-in the power of fundraising to bring people together to support the hundreds of seniors whose lives we impact every day. Our staff members are important ambassadors, donors, and members of the Shalom Village Family. We encourage all staff to join us as we work together to improve the lives of Hamilton area seniors.

Shalom Village transforms the lives of older adults In Hamilton through a variety of programs and services, including long-term care (Levy Long Term Care and the Gould Long Term Care), assisted living apartments, convalescent care, and community wellness and social programs. It provides an unwavering commitment to making every day the best day possible for the seniors for whom they provide care.

What makes Shalom Village different is its unique "AT HOME" approach to care. Staff help residents maintain their quality of life by providing opportunities for residents to participate in activities that have personal meaning and value. The staff provide opportunities for the continuity and fulfillment of each resident's life interests, values and activities in a Jewish context for all persons requiring long-term or respite care.

Founded by the Jewish Community for the benefit of all seniors throughout the Hamilton Region, Shalom Village's Jewish values and traditions ensure that all residents, benefit from the respect, compassion, and dignity inherent in the Jewish faith. As a resident-centered campus of care, Shalom welcomes and celebrates residents of all faiths.

QUALIFICATIONS:

- High school diploma required with certification in business administration or related field preferred.
- Knowledge of business functions and systems coupled with strong analytical thinking, planning, prioritization, and execution skills are required.
- Two years of previous administrative experience and proficiency in various Microsoft Office functions.
- Previous experience working with scheduling systems and data collection software is preferred.
- Knowledge of human resource practices, labour laws, Employment Standards Act and Accessible Customer Service Standards are an asset.
- Experience working with seniors and staff in Long Term Care and/or the Community setting is preferred.
- Must be proficient in English and be able to communicate effectively both verbally and in writing.

RESPONSIBILITIES:

Staff scheduling:

- Using established scheduling system, schedules staff coverage for a variety of positions within Shalom Village.
- Constructs staffing lines to ensure adequate coverage for holidays, sick and vacation schedules.
- In consultation with the responsible leader, builds pre-schedules/master schedule and processes timecards for payroll submission.
- Processes requests for time off in collaboration with the responsible leader.
- Responsible for accurately recording all employee absences in the scheduling system using appropriate coding.
- Proceeds with sick call replacement in assigned areas and communicates staffing/scheduling changes to the team as required and ensures that after hours staffing binder is up to date daily.
- Accurately records all calls/dialogue with staff that impact scheduling.
- Maintains employee confidentiality with regards to availability, contact information or scheduling decisions.
- Maintains knowledge of all Collective Agreements as they relate to scheduling, seniority, payroll and coding.
- Provides exceptional customer service to all employees of Shalom Village.

Other Responsibilities:

- Participates in organizational committees and task forces as requested.
- Complies with organizational policies and procedures.
- Performs other duties as assigned

Work remotely

- No

Job Types: Part-time, Temporary

COVID-19 considerations:

Shalom Village implemented heightened precautionary protocols in all of our homes. We continue to follow the advice of provincial and federal governments, our sector regulators and local Public Health agencies. Mandatory COVID-19 vaccination is required.