



Role: Staff Scheduler – Temporary Full-time
Revised: July 2025
Salary: Commensurate with experience

Reports to: LTC Administrator
Weekly Hours: 37.5 hours per week

Interested Applicants please submit your resume and cover letter to HR@shalomvillage.ca by Tuesday, August 12, 2025

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 assisted 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 is here to help create moments that matter for every senior!***

****Founded by the Jewish Community, for the benefit of all seniors 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. We welcome and celebrate individuals from all backgrounds, faiths and cultures.**

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 our stakeholders.

- **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.
- **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 philanthropy to bring people together to support the hundreds of seniors, and family

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members 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 harness the power of philanthropy to help us build a thriving community for our seniors, our families, and our staff.

Staff Scheduler/Nursing Clerk

Staff Scheduling Responsibilities:

- Use scheduling system to create staff schedules for various positions.
- Ensure adequate coverage for holidays, sick leave, and vacations.
- Build pre-schedules/master schedule and process timecards for payroll submission for LTC Nursing Department, Housekeeping, Dietary, Assisted Living.
- Ensure daily hours reflect the budgeted hours, and report discrepancies to the management while obtaining authorization for any overtime work or agency utilization.
- Processes time-off requests and manage employee absences.
- Follow up with staff regarding Leaves of Absences, provides updates to HR and leadership.
- Records dialogue with staff that impacts staff scheduling and reports to the responsible supervisor and/or HR.
- Maintains attendance/absenteeism reports and communicates any recurrent absenteeism to the leadership team.
- Communicates changes in scheduling to affected staff in a timely manner as per the collective agreement.
- Informs Leader promptly when unable to arrange for shift coverage and seeks approval for agency use.
- Informs leadership (the most responsible supervisor) of any unexplained absences, flags staff that have not submitted availability as per Collective Agreement/ Contract, promptly reports any other concerning trends.
- Maintain employee confidentiality with regard to availability, contact information or scheduling decisions.
- Stay informed and up to date about Collective Agreements related to scheduling, seniority, and payroll.
- Creates clear protocols, processes and tip sheets to assist others in using Scheduling system to its maximum benefit.
- Provide exceptional customer service to Shalom Village employees.
- Provides coverage for other schedulers when required.
- Flags vacant lines to the responsible Leader prior to vacancies when possible.
- Posts job vacancies in accordance with Collective Agreements in designated areas at Shalom Village.
- Collects job applications.
- Informs responsible leader of successful applicant (based on principles of the related Collective Agreement) and follows up with applicants as assigned.
- Ensures staffing system is updated regularly as schedules and staff assignments change.
- Sends a weekly absenteeism and call in report to the CEO and leadership team.
- In collaboration with other Administrative staff, enters new staff in scheduling system

Nursing Clerk:

- Nursing clerical duties which may include: maintaining nursing employee files, preparing resident admission or discharge charts, scheduling of resident care conference, photocopying and filing of nursing related documents, scheduling interviews and other clerical duties as assigned.

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- Leads ordering of nursing supplies including government stock, ensures that supplies are ordered as per approved budget. Communicates with DOC and Administrator when there are concerns with maintaining the budget and developing remedial actions to address any overspending.
- Ordering, receiving and delivering briefs to each of the units.
- Leads in organization and tracking and delivery of nursing supplies.
- Identifies back ordered items and communicates with team members.
- Ensures that Resident charts are maintained and thinned in accordance with the active chart record and the chart thinning policies.
- Participate in operational planning and committee work.
- Prepares, maintains and tracks nursing employee files.

Additional Duties:

- Assists the Nurse Educator, as needed, in providing training on the safe use of mechanical lifts.
- Provides training to staff on the use of Staff Schedule Care (SSC) as needed.
- Promotes safe practice for self by wearing appropriate clothing and name tag and encourages staff to do same and comply with safe workplace practices.
- Performing other duties as assigned.

Qualifications:

- Successful completion of a Secondary School Diploma or approved equivalent combination of education and experience.
- Minimum two (2) years related experience daily scheduling of large numbers of employees for shifts in various locations.
- Familiarity with collective agreements, legislation, policies, procedures and FLTCA 2021.
- Experience in LTC is preferred.
- Experience in delivering training based on principles for Adult learners.
- Excellent leadership and communication skills.
- Proficient in computer skills including but not limited to Word, Excel, Staff scheduling systems and email.
- As a condition of employment, candidates will be required to provide a satisfactory Police Vulnerable Sector Check (PVSC), Two Step tuberculosis screening and proof of immunization in accordance with the FLTCA 2021.
- Understanding of scheduling techniques/methods.

Shalom Village is committed to diversity and inclusivity. We are excited to hire people whose skills, attitude, and abilities contribute to the success of the organization and who reflect the values of our community.

***Shalom Village recognizes that the right fit for a position is more than just a list of criteria. If you believe you may be a good candidate, but you don't meet all the criteria, please apply, and tell us why you're a great fit in your cover letter. You may be just the person we are looking for.*