



Timmins and District Hospital L'Hôpital de Timmins et du district

Si vous souhaitez recevoir cette annonce d'emploi en français, s'il vous plait contactez le département des ressources humaines au kkampman@tadh.com ou par téléphone au 705-267-6371.

Timmins and District Hospital is currently recruiting qualified applicants for the following position:

Part – time Staffing Clerk – Centralized Scheduling

Position Summary: As an integral part of the centralized scheduling office, the Staffing Clerk is responsible for staffing to meet the needs of each clinical department at the Timmins and District Hospital. This position is part-time day, afternoon and weekend shifts. (5 a.m. to 9 p.m. - 7 days a week).

Position Description:

- Provides a customer-focused environment
- Partners with unit managers to ensure consistent and balanced staffing
- Follows applicable hospital policy
- Promotes adherence to bargaining unit agreements staffing practices
- Prepares, inputs, maintains balanced monthly schedules for assigned units including holiday schedules
- Processes approved time off/education requests for units

Qualifications:

- Graduate of an Office Administration Program plus relevant experience in a hospital/healthcare setting is required
- Data entry skills, a minimum of 30 wpm at 90% accuracy is required
- Excellent organizational skills and attention to detail to be able to prioritize workflow in a busy environment with interruptions required
- Strong interpersonal skills which includes demonstrated communication and presentation skills
- Demonstrated ability to work cooperatively with staff at all levels of the organization
- Demonstrated problem solving abilities using defined policies and procedures
- Demonstrated ability to be self-directed and respond to requests in a timely manner
- Intermediate Microsoft Office skills including Windows, Excel, PowerPoint, Outlook
- Demonstrated aptitude to learn new computer applications
- Satisfactory work performance and attendance record required

- Bilingualism (English/French) is a definite asset

Interested applicants must submit their résumé by Department of Human Resources, Timmins and District Hospital, 700 Ross Avenue East, Timmins, Ontario, P4N 8P2. Telephone (705) 267-6371; Fax (705) 360-6008; Attention: Kayla Kampman, email kkampman@tadh.com .

Timmins and District Hospital will provide accommodations for applicants with disabilities during the recruitment process.

TADH is committed to fostering an inclusive, equitable, and accessible environment supporting diversity in our work environment to provide quality care where all feel valued, respected, and supported. TADH is dedicated to building a workforce reflective of the communities in which we live, serve, and encourage Indigenous people, visible minorities, and persons with disabilities to apply and self-identify.

We thank all applicants for their response; however, only those selected for an interview will be contacted.

EXEMPLARY CARE TO NORTHERNERS

WORKING TOGETHER WITH OUR PARTNERS TO IMPROVE THE HEALTH OF
NORTHERNERS