



**Are you looking for an opportunity to be involved with a Long-Term Care Home offering high quality and compassionate care? Then Fairhaven is the place to be! Come be part of a passionate team that demonstrates the following values: resident focused, integrity, enthusiasm, innovation, inclusivity, and respect. Does this sound like the organization you want to work for? Check out the exciting position we currently have available.**

## **Permanent Part Time Human Resources Scheduler**

### **POSITION SUMMARY**

The Human Resource Scheduler performs functions that facilitate the scheduling of all Fairhaven hourly wage staff according to Fairhaven's governing collective agreements.

### **RESPONSIBILITIES**

1. Create the posted schedule and ensure it is posted on time according to collective agreement requirement
2. Ensure shift rotations are updated weekly as directed by the Human Resources Generalists
3. Understand and adhere to established Fairhaven policies, procedures, and collective agreements
4. Fill shift vacancies on a daily basis according to collective agreement language.
5. Maintain call-in reporting logs
6. Enter daily scheduling data including: shift changes, overtime, stat holiday pay, shift premiums, etc.
7. As directed by the Human Resource Generalists, enter short term and long term leave of absences
8. Process time management on a daily basis and fill out data deficiency forms
9. Contact staff regarding day-to-day changes, as required
10. Schedules training according to staff availability
11. Verify scheduling date entries on a bi-weekly cycle for payroll transmission
12. Liaise with the Human Resource Department with regard to hiring/transfers, payroll and collective agreement language interpretation
13. Participate in Fairhaven's mandatory training and in-service education as required
14. Implement a safety culture within area of responsibility by ensuring residents and staff comply with all aspects and regulations related to the Ontario Occupational Health and Safety Act and Fairhaven's Health and Safety policies and procedures, and other governing bodies
15. Perform all other duties as assigned

**Qualifications:**

- Secondary School Diploma required
- Experience with scheduling software and/or experience in Long-Term Care setting an asset
- Experience and proficiency in computer experience with Microsoft Office
- Must have strong communication and interpersonal skills and able to work as part of a team
- Strong attention to detail, data entry accuracy and effective problem solving
- Must be able to work alternating weekends including, weekends and holidays

**Interested candidates should forward their resume in confidence to:**

[careers@fairhavenltc.com](mailto:careers@fairhavenltc.com)

881 Dutton Road Peterborough, ON K9H 7S4  
Fax: 705-743-6292

We appreciate receiving all applications; however only those candidates selected for an interview will be contacted.

Please be advised that in order to be eligible for employment at Fairhaven, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada AND have received the final dose of the COVID-19 vaccine at least 14 days prior to start date. Medical exemptions or any other kind of requested exemption based upon Fairhaven's obligations pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.

Please note that if hired, your employment with Fairhaven will be contingent on receipt of a police and vulnerable sector screening free of criminal activities and satisfactory to Fairhaven's screening policy.

Fairhaven is an equal opportunity employer; accommodation will be provided in accordance with the Ontario Human Rights Code.