



**NORTHERN  
HEALTH REGION**

# CASUAL CAREER OPPORTUNITY

## Scheduler

**LOCATION: The Pas, MB**

**FACILITY: The Pas Health Complex**

### SUMMARY

As a member of the Administrative Staff, the Scheduler works closely with facility Managers and Home Care Resource Coordinators to ensure day-to-day staffing requirements within the facility and Home Care are met. The Scheduler also performs all other scheduling functions which includes generating/posting schedules, identifying needs through the needs process, and processing any necessary reports, all while ensuring compliance with all collective/employment agreements.

### QUALIFICATIONS

- Grade 12 Education or equivalent
- Completion of post-secondary education in business/management (other combinations of education and experience may be considered)
- Two (2) years' experience in HR and/or Staff Scheduling functions
- Previous experience in Payroll is an asset
- Previous experience in QHR Scheduling and Procura Scheduling is an asset
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook ) and internet
- Experience operating within the confines of union collective agreement

<b>JOB POSTING NUMBER</b>	TP-2017-00031
<b>DEPARTMENT</b>	Human Resources
<b>JOB STATUS/FTE</b>	Casual
<b>TERM (if applicable)</b>	NA
<b>WAGE RANGE</b>	To Be Discussed
<b>UNION AFFILIATION</b>	OOS

### **FULL JOB DESCRIPTION AVAILABLE ON REQUEST**

*Aboriginal applicants are encouraged to self-declare when submitting applications & resumes.  
We thank all candidates for applying. Only those selected for interview will be contacted.*

**For more information, please contact:**

**Holly Rousson, RPR, Recruitment Officer**

**Box 240, The Pas, MB, R9A 1K4**

**Fax: 204-627-6810**

**Email: [recruitwest@nrha.ca](mailto:recruitwest@nrha.ca)**

**Local: 204-623-9229 or Toll Free: 1-866-758-7871**

**CLOSING DATE: Until Filled**

[www.nrha.ca](http://www.nrha.ca)