



**NORTHERN  
HEALTH REGION**

*A Culturally Diverse  
Organization*

# CAREER OPPORTUNITY

## SCHEDULER

**Location: Flin Flon, MB**

**Facility: Flin Flon General Hospital**

**OCTOBER 10, 2024**

<b>JOB POSTING NUMBER</b>	FF-2024-608	<b>POSITION CODE</b>	112-6HR-SO_06
<b>DEPARTMENT</b>	<b>SCHEDULING - CLINICAL</b>		
<b>JOB STATUS/FTE</b>	Permanent / 0.6 FTE	<b>ANTICIPATED SHIFT</b>	Days, Weekends and on-call
<b>WAGE RANGE</b>	\$25.413 - \$29.461		

### POSITION SUMMARY

The Scheduler works closely with Managers to ensure day-to-day staffing requirements within the facility are met. Performs all other scheduling functions, which include generating/posting schedules, identifying needs through the needs process, and processing any necessary reports, all while ensuring compliance with all collective/employment agreements.

### QUALIFICATIONS

- Completion of post-secondary education in office administration through a business school or college (other combinations of education and experience may be considered)
- Two (2) years' experience in human resources and/or staff scheduling functions an asset
- Thorough knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Effective written and verbal communication skills
- Ability to speak an Indigenous language is an asset, preferably Cree, Dene or Michif
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80). Waived for internal candidates with current checks on file.

**For a full listing of qualifications please:**

- **Internal Candidates: Refer to the Job Description which is posted on the Intranet under Department/Human Resources/Job Description, then select the applicable department; or,**
- **External Candidates: Contact Human Resources to request a copy**

Northern RHA strives to have a diverse workforce in an inclusive and accessible workplace, which provides opportunity for reasonable accommodation.

Indigenous applicants are encouraged to self-declare when submitting applications & resumes.

We thank all candidates for applying. Only those selected for interview will be contacted.

**Using Google Chrome, Apply online at [www.northernhealthregion.ca](http://www.northernhealthregion.ca)**

**OPEN UNTIL FILLED**

*Note: In the event of technical difficulties with the online application, please contact Human Resources at [recruitwest@nrha.ca](mailto:recruitwest@nrha.ca) for assistance prior to the closing date.*