



CAREER OPPORTUNITY

HOME CARE SCHEDULER

Location: Flin Flon, The Pas or Thompson, MB
(Position may be based at any of these main sites)

APRIL 14, 2025

JOB POSTING NUMBER	FF-2025-198	POSITION CODE	882-1HHCA-SO_03
DEPARTMENT	HOME CARE		
JOB STATUS/FTE	Term / 1.0 FTE	ANTICIPATED SHIFT	Days & Evenings
TERM EXPIRY	Indefinite		
WAGE RANGE	\$28.384 - \$32.905		

This is an indefinite term position and expiry is subject to 24 hours' notice.

POSITION SUMMARY

Works as a member of the Home Care Team under the supervision of the Home Care Supervisor. Works with the office staff and community staff to ensure day-to-day staffing requirements within the community are met. Performs various office functions including coordinating and maintaining scheduling for the Home Care clients and staff.

The incumbent must fulfill the requirements of the Criminal Records/Vulnerable Person, Child Abuse Registry check, and Adult Abuse Registry check and adhere to all Northern Health Region (NHR) policies and procedures.

QUALIFICATIONS

- Grade 12 education or equivalent
- Completion of post-secondary education in office administration through a business school or college (other combinations of education and experience may be considered)
- Thorough knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Two (2) years' experience in directly related position preferred
- Previous experience with Home Care is an asset
- Previous experience in Payroll is an asset
- Previous experience with Procura Scheduling is an asset
- Experience operating within the confines of union collective agreement
- Comprehensive knowledge of office methods, and procedures and equipment
- 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 on or before

APRIL 28, 2025

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