
Committed to our clients living with dignity by delivering quality programs, housing and supportive services

Scheduler

Part-time, contract
Multiple positions available

Guelph Independent Living is a premier Community organization for over 50 years, serving people where they live; we are committed to our clients living with dignity by delivering quality programs, housing and supportive services.

Responsibilities:

The Scheduler position is responsible for the scheduling of the Outreach, Assisted Living & Seniors Programs.

Job Duties and Responsibilities:

Scheduling:

- Prepare monthly schedules according to the collective agreement, rotations, and availability
- Input and maintain schedules in multiple systems (Alayacare primary scheduling tool)
- Schedule coverage for sick calls and make all applicable changes necessary
- Schedule coverage resulting from vacation requests, shift exchanges, time off requests
- Prepare monthly attendance and shift reports for Managers
- Communicate schedule changes to the clients
- Perform rotating on-call duties (approximately every 6-8 weeks)

Other duties as required

Qualifications:

- Knowledge of the service needs of adults with disabilities and seniors
- 2-year community college diploma or 1-2 years of experience in scheduling preferred
- Exceptional verbal, written and problem-solving skills
- Excellent computer skills including knowledge of Excel, Microsoft 365 (teams, sharepoint)
- Experience with Alayacare platform an asset

Hours: The position is part-time, 12-21 hours weekly depending on shift schedule, plus rotating on-call requirement.

Work Location: Fully remote

Start Date: Looking to fill as soon as possible.

Applications will be received until the position is filled.

Guelph Independent Living is an equal opportunity employer. Accommodation is available upon request for applicants with disabilities in the recruitment and assessment process and when hired.

Please apply for this position by following this link:

<https://gil.prevueaps.com/jobs/>