



MENNO HOSPITAL

POSITION VACANCY (FOR MEMBERS OF HEU)

JOB TITLE: STAFFING/SCHEDULING CLERK (GRID 24)
STATUS: Regular Full Time
WORK AREA: Mainly Staffing Office
HOURS OF WORK: 0600 - 1400 Tuesday to Saturday
DAYS OFF: Sunday, Monday & Scheduled Stats as per rotation.
SALARY RANGE: \$30.45 per hour
EFFECTIVE DATE: May 7, 2024 or as soon as practicable.

SUMMARY OF JOB DESCRIPTION: Reporting to the Director of Human Resources, the clerk performs staffing, scheduling, and clerical duties in keeping with the Mission, Vision, and Commitment Statement of the MBS, ensuring Resident and Family Centred Care.

REQUIRED QUALIFICATIONS: Grade XII, plus four years recent related experience, or the equivalent combination of education, training and experience.

SKILLS & ABILITIES:

- ◆ Ability to type 50 w.p.m.
- ◆ Ability to organize work.
- ◆ Ability to communicate in English both verbally and in writing.
- ◆ Ability to deal with others kindly and effectively.
- ◆ Ability to operate related equipment.
- ◆ Physical ability to carry out the duties of the position.

**SUBMIT APPLICATION TO HUMAN RESOURCES NO LATER THAN:
1530 hours, April 23, 2024**

** APPLICATIONS RECEIVED AFTER THIS TIME AND DATE WILL NOT BE CONSIDERED*

DATE POSTED: April 16, 2024

HEU Members please note: In the posting of a vacancy or new job, the hours of work including days off and work area may be subject to change consistent with the operational requirements and the provision of the Collective Agreement Article 16.02.

Successful Applicant: