



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army Ontario Great Lakes Division

Job Title:	Administrative Coordinator	Competition #:	
Department:	Administrative	Position Type:	1 - 40 hours permanent
Salary Range:	Depending on Experience	Date posted:	April 24, 2018
Location:	1590 Main St West 533 Main St East 333 King St East	Posting Expires:	May 1, 2018 4pm
Applications Accepted By			
Fax or E-mail: lisaschumph@lawsonministries.org Attention: Lisa Schumph		Mail: Not applicable	
Job Description			
Service Responsibilities:			
<ol style="list-style-type: none"> 1. Ensure 24-hour coverage in accordance with government, contractual and organizational requirements. 2. Resolve scheduling conflicts by referring to on-call procedures, availability and validates to ensure compliance with requirements. 3. Monitor, analyze, process and coordinate requests from employees for time off, coordinate vacation requests in accordance with organizational policies. 4. Maintain a master schedule, prepare information changes for employee files, and keep up-to-date with changes in jobs. 5. Educate employees on the scheduling process. 6. Responsible to prepare and distribute the monthly schedule for all programs (STRIVE, Farm, Stinson, SIL and 1590) with UltiPro system in consultation with Program Managers 7. Comply with scheduling/seniority guidelines when completing the call down to fill open shifts 8. Manage and operate the Ulti Pro scheduling/HRIS system in its entirety, including maintenance of all employee profiles, ensure time and approvals are completed daily, change department and HED codes as needed, and generate reports as requested by management team 9. Report sick/late status in accordance with the attendance management program. 10. Update and re-distribute revised versions of the schedule, to all programs, each week. 11. Collaborate with Training Manager and schedule staff training and schedule coverage as needed 12. Maintain reports/records and provide copies as needed and submit reports on a timely basis 13. Work cooperatively with Program Managers and Shift Supervisors and on-call staff in providing coordinated and consistent scheduled staffing for each program. 14. Promote team spirit and collaboration through timely and effective communication with staff regarding any scheduling changes 15. Prepare Passport Agreement Terms, Authorization and Memo of Agreement documents 16. Assist the Business Manager with Passport Agency services invoice submission for reimbursement following the Passport internal process; maintain and update the Passport funding databases 17. Act as point of contact for Developmental Services Ontario Passport Office for all signed agreements, discrepancies, increases or decrease in funding allocations 18. Assist Program Managers, Case Managers, families and clients with the utilization of Passport 			

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allocations; monitor and ensure application deadlines are met and Passport is utilized for its intended purpose

19. Work with the Senior Employee Relations Advisor when requested to provide training to new staff, assist in setting-up training based on the needs of the program and in collaboration with management and senior staff.
20. Provide assistance to programs as needed (i.e. emergency scheduling)
21. Perform other position related duties as required.

This position description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities of the incumbent.

Organizational Responsibilities:

1. Develop an understanding of the Mission of The Salvation Army in Canada and its implications as related to position responsibilities
2. Maintain information in confidence as required.
3. Participate as an active and responsible team member
4. Represent the organization in a professional, compassionate, and engaging manner
5. Participate in supervision and performance appraisal process.
6. Work in compliance with OH&S Act and Regulations and abide by The Salvation Army's health and safety policies and procedures.
7. Treat the property of The Salvation Army with due care and caution
8. Act in the best interest of the employer at all times
9. Participate in ongoing professional development and training.
10. Attend ISP, Passport, Team and Operations meetings as needed

This position description will be reviewed by the employee and supervisor on a regular basis. Amendments can be made at any time at the discretion of the employer.

Qualifications:

1. Completion of a two (2) year Community College program, preferably a Certificate or Diploma in Business Administration
2. Minimum of three (3) years of scheduling and administrative experience in an organization 100 staff or more or experience with passport funding and data bases
3. Proficient in electronic scheduling, MS Office, Excel, email and working with a database
4. Ability to handle a large variety of details and to work with all staffing levels within the organization
5. Ability to handle sensitive and extensive confidential data
6. Excellent customer services skills and interpersonal skills.
7. Ability to work independently and as part of a team
8. Ability to communicate in French (verbal/written) is a definite asset.
9. Excellent oral and written communication skills
10. Strong analytical and problem-solving skills
11. Effective time management and numeracy skills
12. Ability to organize the prioritize a variable workload
13. Ability to deal with a wide range of people with confidence, tact and diplomacy
14. Self-motivated and disciplined
15. Provide an original copy of a Background Check sector screening secured through either the national Canadian Police Information Centre (CPIC) or through a local police detachment; Note: A satisfactory

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criminal background check is required.

16. Support for and understanding of the mission and purpose of The Salvation Army in Canada.
17. NOTE: Alternative combinations of education and experience may be considered.

Provide an original copy of a Background Check with vulnerable sector screening (where applicable) that is satisfactory to The Salvation Army, in its sole discretion, is required. The screening is secured either through the National Canadian Policy Information Centre (CPIC) or through a local police detachment.

May require screening through The Salvation Army Abuse Registry.

Support for and an understanding of the mission and purpose of The Salvation Army in Canada.

NOTE: Alternative combinations of education and experience may be considered

Position:

40 hours per week 8am-4pm Monday – Friday

Schedule will vary according to requirements of responsibilities.

Weekend and evening work may be required and flexibility regarding scheduling of hours is required.

*****Please note that the hours are subject to change depending on client needs.**

Applicants are eligible for RRSP Benefit and Health Benefits after successful completion of their 3 months' probation.

Interested applicants must respond in writing with a cover letter and resume

We thank all applicants, however, only those candidates to be interviewed will be contacted.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements. Internal Applicants, please advise Department Heads of your intentions prior to submitting your application.