



Employment Opportunity - Ontario Division

Job Title:	Schedule Coordinator	Competition #:	
Department:	Administration	Status/Position Type:	Fulltime/Contract
Compensation:	\$24.50 / hour	Unionized:	No
Ministry Unit:	Lawson Ministries Hamilton	Date posted:	February 24, 2023
Address:	533 Main Street E Hamilton, ON	Posting Expires:	March 9, 2023

APPLICATIONS ACCEPTED BY:

Email: resumes@lawsonministries.org

Attention: Hiring Manager

Mailing Address: Lawson Ministries 533 Main St E, Hamilton, ON L8M 1H9

Fax: 905.527.1377

Please, no phone calls.

MISSION, VISION AND VALUES:

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

Core Values:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

TERMS AND CONDITIONS:

POSITION PURPOSE SUMMARY:

The Schedule Coordinator provides a variety of administrative support services specifically by handling large variety of details and strategically planning shift and training schedules for all frontline staff within their respective program. The position will also allow for short-term project based work supporting communications & other administrative responsibilities.

This position is a full time contract position offering 40 hour per week for twelve (12) months. Work schedule is typically 9:00am – 5:00pm, Monday to Friday with a ½ hour paid meal break. Some evening and weekend work may be required. A hybrid work schedule (in-office & remote) based around the job responsibilities will be considered.

KEY ACCOUNTABILITIES:

- Ensure 24-hour staffing coverage in accordance with government, contractual and organizational requirements.
- Resolve scheduling conflicts by referring to on-call procedures and availability.
- Monitor, analyze, process and coordinate requests from employees for time off including vacation requests in accordance with organizational policies.
- Maintains master schedules, keep up to date with employment status and HR changes for employees schedules and positions
- Maintain on-call list in accordance with organizational policies.
- Educate employees on the scheduling process.
- Responsible to prepare and distribute the weekly schedules for Residential and Community in consultation with Program Supervisors and Program Directors
- Comply with scheduling precedents when completing the call down to fill open shifts
- Responsible for liaising with 3rd party staffing agencies and coordinating staffing substitutes
- Coordinate with Human Relations and Program Directors for scheduling logistics as it pertains to training staff and requirements
- Collaborate on annual training schedule; assist in maintaining the training database, schedule staff training and schedule coverage as needed.
- Provide assistance to programs as needed (i.e. emergency scheduling, etc.)
- Perform other position related duties as required.





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MANAGERIAL RESPONSIBILITY:

- This position reports directly to the Director of Business & Administration

FINANCIAL AND MATERIALS MANAGEMENT:

- Privy to high level departmental staffing budgets and plans for accurate scheduling purposes
- Only processes financial transactions in line with direction given by direct Supervisor in line with budget parameters

WORKING CONDITIONS:

- Working hours may vary according to requirements of responsibilities. Some weekend and evening work may be required.
- Working environment will either be at our main office (533 Main Street E, Hamilton) or if requested as a hybrid (in-office/remote) working arrangement.

The above responsibilities must be discharged in accordance with The Salvation Army's Mission Statement, in a professional manner, exemplifying Christian standards of conduct.

EDUCATION, QUALIFICATIONS AND CERTIFICATIONS:

- Completion of a two (2) year Community College program or greater, preferably a Certificate or Diploma in Business Administration
- Provide an original copy of Criminal Records Check (CRC) with vulnerable sector screening secured through either the national Canadian Police Information Centre (CPIC) or through a local police detachment; Note: A satisfactory criminal background check is required.
- Alternative combinations of education and experience may be considered

EXPERIENCE AND KNOWLEDGE:

- Minimum of three (3) years of scheduling/administrative experience in an organization 100 staff or more

SKILLS AND CAPABILITIES:

- Strong proficiency in electronic scheduling, MS Office, email and working with a database
- Excellent written and verbal communication skills in English.
- Ability to communicate in French (verbal/written) considered an asset.
- Ability to handle a large variety of details and to work with all staffing levels within the organization with confidence, tact and diplomacy.
- Strong analytical and problem-solving skills
- Effective time management, and the ability to prioritize variable workloads an asset.
- Ability to maintain confidentiality regarding personal and confidential information
- Ability to work independently and as part of a team
- Ability to maintain and manage a high degree of information and collaboration within a fast-paced environment

*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for **all new employees within the Province of Ontario, Social Services sector**. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.*

The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

We thank all applicants, however, only those candidates to be interviewed will be contacted.
You must advise your managing supervisor of your intentions prior to submitting your application.





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