



A leader in supporting people with disabilities to live independently through the delivery of high quality innovative services

PACE is a non-profit community support service organization established in 1981 to provide support services to adults with disabilities. We are currently seeking the following:

SCHEDULER (Immediate start)

3 month contract, full-time hours, \$20.00/hour

Primarily Monday – Friday days, may include some evening work/weekends

NOTE: Primarily, this position works remotely (from home) so must have suitable setting

As an integral part of the Scheduling Team, the Scheduler will report to the Manager, Scheduling/Payroll, and work collaboratively with other Schedulers to provide support to the Program Management with the coordination of scheduling of front-line staff.

The focus of this role is to perform related scheduling functions such as:

- Schedule front line staff, both in advance as well as replacement of shifts in accordance with the Collective Agreements;
- Notify staff of their bookings or shifts;
- Keep Management advised of scheduling and related issues in a timely manner;
- Speak with clients as necessary;
- Encourage staff and clients to speak with program management if have issues concerns and/or forward yourself as needed;
- Prepares payroll submission; and
- Participates in activities that help improve quality and service delivery.

Qualifications:

- Excellent computer skills including exceptional Microsoft Excel and database experience, scheduling software an asset;
- Ability to work independently with minimal direction;
- Excellent communication skills (especially telephone manner);
- Expert time management, planning, detail oriented and organized; and
- Working knowledge of ESA and use of Collective Agreements an asset.

Education/Experience:

- Post-secondary degree or diploma in a related discipline is an asset
- Minimum two years of comparable computer/administrative/ experience

Interested candidates should submit a covering letter and resume, quoting Job Competition **17.CFT.HO.ADM.001**, no later than **4:30 p.m. Friday, January 12, 2018** to Human Resources via email: **careers@pace-il.ca** or fax: **416 789.7807**

Only candidates selected to be interviewed will be contacted.

*PACE Independent Living is an inclusive employer.
Accommodation is available under the Ontario Human Rights Code.*