



FOR IT COMES FROM WITHIN®

STAFFING / SCHEDULING FACILATOR
(Permanent Part-time: various shifts, weekends & statutory holidays)

Requirements:

1. Community College graduate in one of the following areas:
 - Business Administration
 - Human Resources
2. Past experience / knowledge of:
 - Rotating schedules and staff replacement
 - Payroll (manual, automated preferred)
 - Familiar with the application of a Collective Agreement's terms
3. Computer literacy – MS Word, Excel
4. Ability to set priorities, meet deadlines, be accurate, maintain confidentiality and work with limited supervision in a fast paced environment.
5. Excellent interpersonal, verbal and written communication skills.
6. Current CPIC – vulnerable sector, less than 6 months old.
7. Occ. H&S Awareness training for workers cert.

Compensation will be a competitive rate. Free parking.

Qualified candidates are invited to apply in confidence to:

Director of Care
St. Lawrence Lodge
1803 County Road #2, East
Brockville, Ontario
K6V 5T1
613-345-6337 (fax)
Or by email to: careers@stll.org

Only those selected for an interview will be contacted.

The Home will meet requests for disability related accommodation to participate in this recruiting.

LONG TERM CARE HOME

On the banks of the St. Lawrence

1803 County Road 2 E.
Brockville, Ontario
K6V 5T1
Tel: 613.345.0255
Fax: 613.345.1029
www.stll.org

