

JOB OPPORTUNITY

Human Resources Department

POSITION: TEMPORARY PART-TIME CENTRALIZED SCHEDULER REGION: Scarborough
(Expected duration of up to one year)

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS:

A minimum two years completed post secondary education with some related experience. PC skills including MS Word and MS Excel, keyboarding/data entry skills required. Will consider equivalent combination of education and experience.

JOB SUMMARY:

Working within a flexible schedule to enter and maintain shift-related data; and equitably allocate shifts to staff according to their declared availability using a web based computerized scheduling software.

RESPONSIBILITIES:

Reporting to the Supervisor-Centralized Scheduling, responsibilities include:

- Supporting maintenance of a relief staff list according to skills, training records, site orientation, shift preferences and location.
- Preparing and posting shifts within time constraints.
- Assisting and troubleshooting with staff to maximize their utilization of the system.
- Following procedures for allocating elect to work hours using the fairness indicator.
- Collecting data to support project development.

HOURS OF WORK: Up to 24 hours per week

SALARY: \$23.82 per hour (includes 5% in lieu of benefits)

**TO APPLY:
SEND YOUR COVER LETTER AND RESUME TO:**

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E17-163

When required, accommodations for disabilities will be provided, on request.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contact for an interview.