



Position Title: Scheduling Clerk
Position Status: Part Time
Posting No.: 25-176RP
Posting Date: September 15, 2025
Deadline to Apply: This posting will remain active until filled

About the Position

Norfolk General Hospital is seeking a Scheduling Clerk. The ideal candidate would be dedicated to patient care and committed to championing the Hospital's Mission to relieve illness and suffering, and help people live healthier lives. The Scheduling Clerk is responsible for preparing all nursing time blocks, scheduling staff replacement, liaising with units on scheduling matters and processing payroll and attendance corrections, as well as responding to inquiries from staff. The Scheduling Clerk is customer service focused and actively problem solves solutions to staffing issues.

You will be responsible to assist in all staff scheduling/attendance including;

- Schedule staffing replacements on a pre-scheduled and call-in basis
- Liaise with units on scheduling matters
- Input attendance and scheduling data into Meditech/ADP
- Release information in accordance with departmental policy and legislation
- Interpret collective agreements and relevant legislation to ensure compliance
- Answer staff inquiries
- Other relevant duties as assigned

Education & Qualifications

- Grade 12 Diploma - post secondary education in a related field preferred.
- Able to fill in shifts in accordance of NGH call-in processes and Collective Agreement requirements.
- Strong customer service orientation.
- Demonstrated problem solving skills.
- Excellent verbal and written communication skills.
- Demonstrated analysis and assessment skills with an eye on detail.
- Must be self-directed with the ability to work well in a team setting.
- In-depth knowledge and experience in attendance/scheduling systems.
- Knowledge and experience with payroll/attendance/time management information systems - Meditech preferred.
- Demonstrated collective agreement and legislation interpretation skills.
- Proficient skills in Windows based systems (Word, Excel, Outlook, PowerPoint).
- Ability to work well with frequent interruptions and manage multiple tasks in a fast-paced environment.
- Tolerance for ambiguity and ability to work well under pressure.
- Excellent attendance record.
- Adherence to all health and safety policies, procedures and provisions and the recognition and reporting of unsafe hazards and work practices.

Hours of Work: Applicants must be willing to work alternating weekends, holidays and sick calls or as required.

About Us

Located in Simcoe, Ontario, Norfolk General Hospital provides exceptional healthcare to a municipality of approximately 69,000 people. Our area of focus provides a continuum of service throughout the life span of the people we serve including Emergency, Critical Care, Obstetrics, Pediatrics, Medicine, Surgery, and Complex Continuing Care. Employing approximately 550 highly skilled and dedicated employees, Norfolk General Hospital continues to be a full service 106-bed hospital with round the clock on-call coverage of Specialists in Surgery, Anesthesia, Internal Medicine, and Obstetrics, as well as on-site 24 hour per day medical coverage.

Interested applicants must submit a current **cover letter and resume** to the Human Resources Department by e-mail referring to posting number above. Internal applicants please apply to internal job email; external applicants to apply to ngghr@ngh.on.ca

In order to ensure equal opportunities during the recruitment and selection process, Norfolk General Hospital and Norfolk Hospital Nursing Home provides accommodations for applicants with disabilities, upon request.

Norfolk General Hospital and Norfolk Hospital Nursing Home thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.