



Position Title: Scheduling Clerk
Position Status: Temporary Part-Time – 2 vacancies
Posting No.: 26-93
Salary: \$29.15 - \$33.21
Posting Date: May 15, 2026
Closing Date: May 22, 2026
Current Vacancy: Yes

About the Position

Norfolk Nursing Home is seeking a Temporary Scheduling Clerk. The ideal candidate would be dedicated to delivering exceptional care and creating an engaging, safe and compassionate home where residents thrive and staff shine. This role is temporary and expected to end March 31, 2027.

The scheduling clerk will be responsible for preparing all schedule time blocks, supporting staff in sick calls, staff replacement, 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 for 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 both upper and lower units on scheduling matters
- Input attendance and scheduling data into Meditech
- 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 required - post secondary education in a related field preferred.
- Experience in understanding collective agreements
- One year in a unionized environment with scheduling preferred
- Strong customer service orientation.
- Demonstrated problem solving skills.
- Excellent verbal and written communication skills.
- Demonstrated analysis and assessment skills with an eye to 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.
- Maintain privacy and confidentiality

Hours of Work; Must be available days and weekends

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.

Simcoe is less than one hour away from most major centers, including Hamilton and London, and only 90 minutes from the Greater Toronto Area. Situated in Norfolk County (Ontario's South Coast), Simcoe is not far from Lake Erie and the 88 miles of shoreline that includes long stretches of sandy beach.

Interested applicants must submit a current **cover letter and resume** to the Human Resources Department by e-mailing nghhr@ngh.on.ca referring to posting number above **no later than May 22, 2026**

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.

Please note that NGH or NHH does not use AI to screen, assess or aide in the selection of our recruitment process.