

## Job Posting

# #22.136 Part Time Scheduler *Weekdays*

## 919 Pandora

*This posting is open to all qualified applicants.*

Our Place Society (OPS) is an organization founded on progressive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

### Position Overview:

#### **Come join our growing Team!**

Our Place Society is growing and we are in immediate need of an organized and dedicated Scheduler to join our team. We have various Supported Housing sites and a drop-in center with a growing number of employees working throughout the day and night to support our residents and family members.

We need a dedicated person to prepare and manage schedules and ensure all shifts are covered at all sites. If you enjoy fast-paced work and you take a meticulous approach to your tasks, we're interested in hearing from you.

### Duties and Responsibilities:

- Prepare, organize and manage work schedules for employees to ensure that the required number of staff are on duty on every given shift at each site.
- Be in charge of any changes in staffing and schedules.
- In a bid to effectively carry out the role, the staffing scheduler will work closely with HR Team, Site Supervisors, Team Leads and Directors.
- Report any form of inconsistency or schedule related issues and vacancies to the Manager/Site Supervisor and HR.
- Coordinate with HR to plan all training schedules for employees.
- Other duties as required.



Hope and Belonging

## **Qualifications:**

### ***Education and Experience:***

- Some post-secondary education is an asset. Diploma in Business Administration or related field would be preferred.
- Knowledge of current social issues related to homelessness, mental illness and drug addiction would be an asset.
- Must have high level of computer literacy including MS Office (Excel, PowerPoint, Outlook), payroll software, and should be comfortable learning new programs as required.
- Some scheduling and administration experience would be preferred.

### ***Skills and Abilities:***

- Ability to work on own initiative as well as take direction.
- Highly organized, efficient and self-motivated with strong detail orientation.
- Strong relationship-building ability, collaborate and work effectively within a team environment.
- Problem solver, proactive and resourceful.
- Ability to multi-task, balance priorities, work under pressure and meet deadlines.
- A positive attitude and ability to stay calm under pressure in a very busy environment.
- Exercise discretion and diplomacy when dealing with confidential and sensitive information.
- Communication and organizational skills with the flexibility to adapt to change quickly
- Knowledge of homelessness and current social issues related to poverty is an asset.

## **Working Conditions**

**Shifts:** Guaranteed 20 hours/week. Weekdays only. In-office with some possible remote work.

**Compensation:** \$24.48 - \$28.52

**Benefits:** Access to our employee assistance program. 3 weeks' vacation and excellent full benefits after 3 months employment.

This position requires union membership.

## **How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. Monday, November 7, 2022 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #22.136 – Part Time Scheduler" in the subject line.

### **Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities