

JOB POSTING – Cross-Site, Home Base Listowel Site

Come work at LWHA!

- ✓ Paid educational opportunities
- ✓ Free staff parking
- ✓ Tuition reimbursement grants based on eligibility
- ✓ Defined benefit pension plan, benefits without waiting period
- ✓ Competitive Salaries
- ✓ Paid mileage for cross site travel

POSITION POSTING # L25-96 - New Position
LOCATION: Cross-site – Listowel, ON and Wingham, ON
POSITION: Scheduler
UNIT: Human Resources
STATUS: Full-time
START DATE: January 5, 2026
SALARY RANGE: \$32.21-\$37.91 per hour

POSITION SUMMARY:

Reporting to the Manager of Human Resources and Scheduling, the cross-site Scheduler supports all programs and services at Wingham and District Hospital and Listowel Memorial Hospital. The cross site LWHA Scheduler contributes to a workplace that nurtures accountability, individual and collective potential and a culture of kindness and inclusion. The individual is responsible for meeting a multitude of deadlines while being able to prioritize competing duties such as time entries for each two-week pay period, creating complex staff schedules in all areas of the hospital, and for completing and overseeing appropriate call-in processes in accordance with appropriate Collective Agreements or hospital policy. The Scheduler will have direct contact with employees regarding time-off requests and scheduling conflicts and will work with Managers to resolve scheduling issues and establish consistent processes related to scheduling and staffing. The Scheduler will be responsible to maintain a high quality of work in a fast-paced environment and be able to navigate challenging conversations. The Scheduler will utilize a variety of computer programs including but not limited to outlook, excel, word, email, survey monkey and computerized scheduling software.

QUALIFICATIONS:

- Post-secondary diploma in Business/Office/Medical Administration or Equivalent
- Minimum of 3 years' experience in staff scheduling in a health care field preferred
- Experience with staff scheduling within a unionized environment and demonstrated sound working knowledge of collective agreement scheduling language preferred
- Experience with an electronic scheduling system preferred
- Demonstrated advanced knowledge and working experience with excel
- Proven ability to maintain accuracy while meeting a multitude of deadlines
- Demonstrated experience navigating challenging conversations

EFFORT:

- Minimum physical Effort
- High degree of mental effort and analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Scheduling and call-in:
 - Develop schedules for all departments in the hospital, consistent with collective agreement parameters and timelines or organizational policy.
 - Issue and maintain vacation planners by working with managers on approvals and denials based on scheduling needs that support adequate staff availability and coverage.
 - Call-in staff replacements for vacancies on unit schedules while following collective agreement guidelines.
 - Educate and support other staff who perform short notice call-ins to ensure call in language is followed and there is supporting documentation and tracking in scheduling system
 - Aim to resolve staff concerns or issues regarding schedules or pay and refer on to appropriate others as needed.
- Time entry:

LWHA is an equal opportunity employer. We are serious about fostering a diverse and inclusive workplace. We encourage applications from all equity-seeking groups, including but not limited to: Indigenous persons, visible minorities, persons with visible and/or invisible disabilities, persons who identify as women and persons of marginalized sexual orientations and gender identities. Accommodations are available for any part of the recruitment process upon request. Note: All hospital staff must meet mandatory immunization requirements.

- Verify scheduled hours and enter any changes such as overtime, shift swaps etc. into the scheduling system in preparation for payroll.
- Responsible for preliminary investigation of all time entry inquiries, including suggested scheduling or call-in errors, and where a discrepancy is confirmed and approved, prepare schedule adjustments with back-up to be entered into pay.
- Scheduling system responsibilities:
 - Time entry and schedule development / maintenance
 - Maintain call-in parameters consistent with each collective agreement or organizational policy.
 - Perform system back-up.
 - Set up new users and give security access.
 - Develop test environments for testing staffing changes.
 - Troubleshoot system problems and where necessary, work with LWHA IT department or supplier
 - Assist managers in understanding report writing capabilities
- Provide education to new staff related to LWHA scheduling processes and practices.
- Additional duties may include report development and tracking of staff for HR-related activities.
- Lead, support or participate in key activities or action plans as identified on the HR Operational Plans
- Active member of applicable HR team meetings and huddles

HOURS OF WORK: Monday to Friday, 37.5 hours per week

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources
Listowel Wingham Hospitals Alliance
careers@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Date Posted: October 23, 2025 @ 1:00pm

Posting Deadline: October 30, 2025 @ 1:00pm

Copies to: Bulletin Boards

