

**FRED DOUGLAS LODGE
CASUCAL SCHEDULING CLERK**

DEPARTMENT	Administration
TITLE:	Scheduling Clerk
QUALIFICATIONS:	• Grade XII or equivalent education required. • Post-secondary education in Human Resources is an asset. • Practical experience in working with and interpreting Collective Agreements as it relates to staff scheduling. • Minimum one (1) year scheduling experience using LGI in a practical setting or other similar computerize scheduling system required. • Demonstrated ability in data entry is required. • Demonstrated computer skills and proficiency in Microsoft Office. • Ability to maintain positive working relationships in a team-based working environment. • Ability to work with a variety of sensitive information and to maintain confidentiality. • Professional communication skills with the ability to read, write and communicate effectively in English. • Professionalism when communicating with residents, families and staff, demonstrating understanding, patience and caring. • Very strong organizational skills coupled with great attention to detail. • Ability to prioritize workload and work independently. • Ability to work with minimal supervision and frequent interruptions. • Create and maintain all work rotations and assignments in the LGI system as created and modified by the department supervisors. • Maintain and update daily schedules for all departments. • Provide bi-weekly timecard summary to department managers for review and approval. • Prepare and post department schedules in keeping with the Collective Agreements and policy.
POSITION SUMMARY:	• In accordance with Fred Douglas Society policies, performs staffing/scheduling procedural duties for all unionized and non-unionized employees at all Fred Douglas Society sites. • Maintains the department's master rotations as developed by Department Managers to meet operational needs. • Ensures adequate staffing exists based on the master rotations and employee replacement policies. • Demonstrates high integrity to maintain confidentiality in all matters relating to staff and operations of Fred Douglas Society.
HOURS OF WORK:	Casual Current Location: Administration Office
RATE OF PAY:	As per the current CUPE Collective Agreement.
APPLY TO:	Resumes submitted to lho@freddouglas.ca
DATE & TIME OF POSTING	Tuesday, September 15, 2026 1200 hours
APPLICATION DEADLINE:	Tuesday, September 22, 2026 1200 hours