CASSELLHOLME
Compassionate care for life's journey.

www.cassellholme.ca
400 Olive Street, North Bay, ON P1B 6J4
705-474-4250




## POSITION:

**Scheduling Coordinator**

## SALARY:

**$28.44 - $34.57 CDN per hour [Band 3]**

## EFFECTIVE:

**Immediately**

## JOB TYPE

Non-union, permanent full time.

70 HOURS BIWEEKLY [varied shifts/weekends as required]

## SUBMISSION:

Qualified candidates are invited to forward their resume and cover letter, in confidence, via email to: HR@cassellholme.on.ca – attention to Tiffany Chapman, HR Coordinator by 4:00 p.m. November 10, 2026

## POSTING DETAILS:

There are three [3] pages in this job description.

We are looking to interview and fill this position as soon as possible.

## POSITION SUMMARY:

Under the direction of the Manager of Clinical Operations, the Scheduling Coordinator is responsible for coordinating and fulfilling departmental staffing requirements in accordance with CUPE and ONA collective agreement provisions, and operational requirements. The Scheduling Coordinator position is the first point of contact for employee questions about schedules, call-ins and open shifts.

Established in 1924, Cassellholme has built a tradition of excellence in seniors' care. We have created a home environment that is sensitive to the needs and personality of each Resident. Our 240-bed Long-Term Care facility also provides home care and assisted living services in the District of East Nipissing. With more than 350 dedicated staff, Cassellholme is one of the largest employers in North Bay.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Scheduling of staff appropriately to ensure continuity of care;
- Updates schedules to record and monitor changes from master schedule;
- Ensures that staff replacements for illness, vacation, stats, WSIB, are conducted in accordance with established timelines and consistent with the terms of respective collective agreements;
- Manages, monitors, reports and responds to scheduling change requests and schedule discrepancies;
- Distributes updated departmental schedules as required;
- Assists in implementing new scheduling initiatives, through data collection, input, and analysis;
- Ensures confidentiality of staffing information at all times;
- Maintains orderly storage of scheduling documents, time off requests and shift exchanges.

## QUALIFICATIONS, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Post-secondary diploma in Office Administration or related discipline;
- Minimum of one [1] years' experience in staff scheduling within a healthcare environment preferred;
- Ability to function in a high stress environment while maintaining thorough attention to detail;
- Demonstrates excellent skills, aptitude and proficiency in a computerized environment, [computerized scheduling software and Microsoft Office applications];
- Ability to interact with an interdisciplinary team, staff members and employees in a respectful and professional manner with a customer service focus;
- Self-directed, organized, adaptive to change and able to set priorities to meet deadlines;
- Demonstrates regular attendance in keeping with standards of the Attendance Support Program.

## WHY JOIN CASSELLHOLME?

In addition to a rewarding career, there are many great benefits to working at Cassellholme, including:

- Competitive salary and annual progression opportunities
- Membership in the Ontario Municipal Employees Retirement System (OMERS)
- Comprehensive health, dental, and vision benefits
- Employer-paid life insurance and long-term disability coverage

- Paid vacation and sick leave
- Employee and Family Assistance Program (EFAP)
- Professional development and learning opportunities
- Employee recognition and service award programs
- Free on-site parking
- A supportive, collaborative, and respectful workplace culture

## CASSELLHOLME'S COMMITMENT TO YOU

Cassellholme is an equal opportunity employer. We are committed to building a workforce that reflects the communities we serve and to promote a diverse, inclusive, and accessible workplace. We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's Human Rights Code. Applicants are encouraged to make their needs known to Human Resources in advance.

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*Qualified candidates are invited to forward their resume and cover letter, in confidence, via email to: HR@cassellholme.on.ca*

*All applications are to be submitted to the attention of Tiffany Chapman, HR Coordinator with a cover letter by **4:00 pm on November 10, 2026.***

*We sincerely thank all candidates for their interest.*
*Only those selected for an interview will be contacted.*