

JOIN THE NBRHC TEAM!

DEPARTMENT: WORKFORCE PLANNING
POSITION: ONE (1) TEMPORARY PART TIME WORKFORCE CLERK
SITE: NBRHC – NORTH BAY
HOURS: DAYS, EVENINGS, AND WEEKENDS
SALARY: \$29.487 (Min.) - \$30.398 (Max.)

Pay rate, benefits and other terms and conditions are as per the CUPE (Local 139) Collective Agreement

ABOUT THE POSITION

The Workforce Clerk role will provide client support to the organization scheduling and allocation of staff is appropriate to meet the workforce needs in accordance with NBRHC Collective Agreements, policy and procedure, and legislative requirements. The Workforce Clerk role is responsible to process immediate employee absences and provide the replacement of staff due to additional work volumes, illness, and short term employee absences.

QUALIFICATIONS

- Graduate of an Office Administration Program or equivalent required
- Previous experience and demonstrated working knowledge of scheduling is required
- Experience in a customer service focussed environment required
- Computer literate/experience with Microsoft Suite – Excel (Basic level) required (50% required to pass) and keyboard proficiency (45wpm/ 95% accuracy) required
- Ability to demonstrate a reasonable working knowledge of ONA and CUPE collective agreements and their application in relation to scheduling required
- Non-Violent Crisis Intervention (NVCI) Certificate required (training delivered by Health Centre upon hire)
- Knowledge of Google Docs is required
- Excellent telephone etiquette, oral and written communication skills required
- Demonstrated ability to problem solve and prioritize required
- Excellent organizational skills required
- Ability to work independently required
- Able to tolerate frequent interruptions required
- Knowledge of payroll is an asset
- Must be available for scheduled shifts and call-ins
- Good attendance and work record required
- Must demonstrate commitment to ensure your safety, the safety of fellow workers, patients, volunteers, and visitors
- Must support and contribute to a culture of safety and prevention of adverse health events in this organization
- Bilingualism (English/French) is an asset

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

Interested candidates are asked to submit their cover letter and resume to:

careers@nbrhc.on.ca quoting file **[CUPE CS-24-351](#)**

The posting will remain open until the positions are filled.

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.

The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

We are an equal opportunity employer. We thank all applicants for their interest.

THE ORGANIZATION

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit www.nbrhc.on.ca

THE COMMUNITY

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit www.northbay.ca