



## External Job Posting Human Resources Officer Clinical Scheduler & Payroll Coordinator

### POSITION DETAILS

- Permanent position to start as soon as possible
- Full-time, five days per week, Monday to Friday
- Hours: 8:00 a.m. to 4:00 p.m.
- 7.25 hours per day, 36.25 hours per week

### ABOUT THE WALES

The Wales provides a continuum of care for seniors and long-term care based on the community's needs. As a Planetree Gold Certified facility, we strive for excellence and ensure that our endeavours begin and end with our beneficiaries', employees', and community's health and well-being. We are resident-focused and integrate their needs and expectations into our operations.

### JOB SUMMARY

As the Human Resources Officer in charge of clinical scheduling and payroll, you will get to work as part of a team to ensure that the Wales Home's values, policies, and procedures are respected and applied equally for employees. Your main task will be to plan, publish, and find replacements for the clinical schedule consisting of caregivers, licensed practical nurses, nurses, and clinical aides. You will ensure the appropriate number of employees are available to provide care and services for the residents of both the Wales Home and CHSLD Wales Inc. Finally, you will also be responsible for payroll processing to be completed every two weeks.

### QUALIFICATIONS & EXPERIENCE

- Bilingual – must be proficient in both written and spoken English and French
- Good computer skills – must have previous experience using Microsoft Office (Word, Excel, Outlook, etc.)
- Post-secondary education required, preferably in human resources
- Previous experience with payroll processing an asset
- Two to three years in a similar position an asset

### WHAT WE OFFER

- Competitive salary matching the public sector, between \$24.87 and \$43.06 per hour
- Free parking
- Countryside and beautiful grounds
- Sick and personal days paid by the employer
- Home-like environment and a human approach
- A management team that is present, involved, flexible, and understanding

### COVID-19 CONSIDERATIONS

The Wales follows government regulations concerning COVID-19. We work continuously to ensure our residents' and employees' safety. To date, we are proud to say that we have zero cases in our facility.

For more information regarding the Wales and its career opportunities, please visit our website at [waleshome.ca/career](http://waleshome.ca/career).

Interested applicants are asked to submit their CV and letter of interest to:

#### **Sydney Grainger**

Human Resources Officer – Employee Relations Coordinator & Hiring Manager

[sgrainger@waleshome.ca](mailto:sgrainger@waleshome.ca)

Telephone: 819-826-3266 extension 223