PERTH AND SMITHS FALLS DISTRICT HOSPITAL
CUPE 2026-36

POST DATE: February 11, 2026

DEPARTMENT: Human Resources

POSITION: Scheduling Clerk – Permanent Full-Time

SUMMARY OF JOB:
Responsible for creating and maintaining the work schedules for the assigned department(s) using a computerized scheduling system including input from unit schedules, responding to staff requests and securely filling daily staffing requirements in conjunction with department Manager(s). Timely submission of payroll staffing information will be documented and submitted daily and biweekly in accordance with PSFDH policies. Supports and participates in quality improvement, risk management and patient safety activities departmentally and organization-wide. Performs work in accordance with applicable provisions of the Occupational Health and Safety Act and Regulations, professional standards and guidelines, and Perth and Smiths Falls District Hospital (PSFDH) and departmental Policies and Procedures.

SUMMARY OF DUTIES:
The Scheduling Clerk is responsible for the following:

Scheduling:
- Fully proficient in developing, implementing and maintaining computerized scheduling system.
- Maintains and produces the schedules for specific departments and assist with the development or revision of master schedules.
- Works with manager(s) to develop and implement new schedules in compliance with collective agreements and scheduling protocols.
- Monitors staffing needs of each unit on a daily basis in collaboration with the Manager(s).
- Contacts and secures replacement staff as required.
- Reviews emails and written requests from staff regarding absences vacation requests, schedule changes, etc.
- Creates, and maintains list of available staff.
- Remains current in activities, courses and changes related to department position(s) and attends appropriate in-service education programs as available.
- Interprets and applies scheduling and premium payment provisions as per the collective agreements.
- Actively seeks guidance when required from the Department Managers, Human Resources, Occupational Health, and Payroll in order to ensure resolution of issues or unusual situations.
- Revises schedules as required due to ensure adequate staffing level adjustments.
- Promotes and protects staff and patient confidentiality.
- Performs other duties as requested by Department Manager.
- Supports and adheres to relevant hospital policies and procedures including Collective Agreements.

Operational:

- Responsible for submitting required payroll data daily and bi-weekly timely submission in the scheduling (currently Meditech) system.
- Responsible for verifying and resolving in consultation with management, payroll discrepancies, completing required documentation and communicating discrepancy information to Payroll Department and staff as required
- Responsible for completing random bi-weekly scheduling audit and staff cancellation reports.
- Responsible for compiling monthly reports as requested by Department Manager.
- Responsible for responding to requests from Occupational Health, Nurse Managers, Management and Human Resources for staffing information.
- Responsible for verifying worked hours on the nursing units
- Responsible for communicating with individual staff re: schedule changes, requests, payroll issues, collective agreements in a timely manner.

Educational Requirements:

MANDATORY

- Previous experience in the last 6 months in a scheduling role
- Minimum 6-month experience in the same/ or similar role
- Post-secondary education in Office Administration or equivalent program
- Computer savvy and experience with Scheduling software
- Knowledge of Scheduling and Payroll processes
- Knowledge of Collective Agreements, Scheduling and Premium Payment provisions for CUPE, ONA & OPSEU Bargaining Units
- Knowledge and understanding of medical terminology and ability to determine staffing requirements based on patient acuity and needs.
- Excellent verbal & written communications skills
- Works well within a team environment as well as independently
- Excellent organizational skills and ability to meet deadlines
- Excellent attitude, accepts and promotes an ever changing environment
- Competence in using Meditech Scheduling software

PREVIOUS EXPERIENCE REQUIREMENTS:

- Experience with developing, implementing and or maintaining computerized scheduling systems with collective agreements
- Knowledge of and application of scheduling language within the collective agreements
- Experience to work independently
- Ability to work within a diversity of staff in a professional, positive, diplomatic and effective manner.
- Proven experience in scheduling staff on a 24 hour/7 day per week environment in the most cost effective manner.
- Excellent attendance record.
- Experience working in an environment that requires attention to detail and the ability to multitask and prioritize work.

SALARY: $25.798 - $26.385- $27.020 - $27.620 - $28.231

SHIFTS: Days (subject to scheduling change as per Management Rights Article G.01 of the CUPE Collective Agreement)

CLOSE DATE: February 18, 2026 @ 4PM

How to apply: Please email HR@psfdh.on.ca, stating the job number in the subject line.

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283- 2330 ext. 1132 for assistance.

We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.