



Working together to provide outstanding integrated health care to our communities delivering best patient outcomes with exemplary standards and compassion, Muskoka Algonquin Healthcare (MAHC) is a multi-site organization that includes Huntsville District Memorial Hospital Site and South Muskoka Memorial Hospital Site.

Scheduling Coordinator

- **Permanent Part-time**

Reporting directly to the Manager of Human Resources, you will be responsible for executing a variety of administrative scheduling duties in a highly organized, accurate, diligent and confidential manner. Referring to the ONA, SEIU, OPSEU Paramedical, and OPSEU Office and Clerical Collective agreements on a regular basis, you will ensure staff are scheduled accurately within established fiscal parameters and collective agreement language. An excellent communicator, you will liaise with a variety of internal stakeholders and assist with a number of other duties as required.

Your college diploma or certificate in office administration, human resources or a related business discipline is complemented by one year of administrative experience in a healthcare environment, two to three years' recent experience scheduling in a unionized environment, and the ability to work effectively in a high-paced, high-volume, dynamic environment. You have extensive experience working with collective agreement scheduling language and the flexibility to work weekend shifts.

Applicants interested in becoming a part of an energetic, caring team in a fast-paced and rewarding environment can make inquiries or send a current resume by Friday, January 22, 2021 to:

**Human Resources Department
Muskoka Algonquin Healthcare
100 Frank Miller Drive
Huntsville, ON P1H 1H7
E-mail: kim.rose@mahc.ca
Phone: (705) 789-0022 ext. 2786
www.mahc.ca**

[Watch our video](#) to learn more about working at Muskoka Algonquin Healthcare!

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

