

About Us:

Villa Cathay Care Home (VCCH) is a center of culturally sensitive, senior care in the Vancouver, Strathcona neighborhood. Since 1978, VCCH cultivates a home away from home where seniors can receive quality professional care as well as enjoy an atmosphere of comfort and warmth, connection with families, and a sense of community. Our interdisciplinary team carries out the philosophy of respectful and dignified person-centered care. With our residents and families, we enhance the quality of life for our seniors and expand the definition of “home” and “family”.

Work for VCCH if you want to:

1. Serve the pioneers of our society--the seniors--and create a home-like care environment for them
2. Work with families and staff who are passionate about senior care
3. Be a part of a senior care transformation and make a difference for the community.
4. Participate in a team environment that will bring you a sense of joy
5. Learn new skills and challenge yourself

About the Role:

Reporting to the Director of Finance and Administration, this position is primarily responsible for the arrangement of staffing required for the 24/7 operation to deliver the care and services for seniors to live safely, with autonomy and dignity. The typical duties of this role will be to arrange replacement for sick and vacation relief according to the established policies and procedures as well as the provincial collective agreements, to maintain keep an accurate timekeeping and call records, and to provide relevant reports and recommendations for master rotation and recruitment projection (in collaboration with the leadership).

As an integral part of the administrative team, this position will be required to cover various administrative functions, such as reception, data entry, filing, etc. The incumbent will carry out duties in accordance with the mission, values, and care philosophies of Villa Cathay Care Home Society in achieving the organizational goal.

Qualifications:**Education, Training and Experience**

- Grade 12 and 1-3 years of recent related experience in scheduling.
- Previous experience in a health care setting and knowledge in the calling procedures of provincial collective agreements preferred.

Knowledge, Skills, Abilities and Attributes

- Strong organization, prioritization, and interpersonal skills
- Superb customer service skills and ability to communicate complex rules in simple words.
- Sophisticated with MS Offices applications and skilled with Excel.
- Ability to keyboard at 55 w.p.m.
- Ability to collaborate in a team environment; work well with others and also able to perform tasks independently.
- Ability to be flexible and adaptive.
- Ability to demonstrate courteous and pleasant gesture when interact with others.

- Ability to organize work and prioritize according to the organization's goals and objectives.
- Ability to operate related equipment.
- Physical and psychological ability to carry out the duties of the position.
- Ability to speak, type, and write Chinese an asset.

This position is required to work onsite.

Opportunity for on-job-training is available.