



970 Union Street  
Vancouver, BC V6A 3V1  
info@villacathay.ca  
604.254.5621  
VillaCathay.ca

## **Scheduling Assistant (Part-time)**

Are you detail-oriented, organized and have good people skills? This role is ideal for a Scheduler looking to grow and develop their skills in a long-term opportunity.

### **Become a part of our caring, professional team!**

Villa Cathay Care Home is committed to providing the highest quality, individualized and professional care to our seniors. By creating a safe, warm, and culturally focused Home, our elderly residents and their families find comfort, respect, and dignity. Our interdisciplinary team of professionals provide care with love and respect, honoring the dignity of seniors.

Our new facility will be home to over 200 individuals in the new year. As the organization expands its care capacity, we are seeking talented, passionate individuals to join our team.

### **What you'll do**

As the Scheduling Assistant you will help to facilitate the smooth running of VCCH by performing staff scheduling and timekeeping duties.

**Scheduling:** Duties include preparing, adjusting, and posting staff rotations, and reviewing the master rotation and flow sheets. Additional duties include allocating and calling in relief staff to fill vacancies, gaps, staff shortages, leaves of absence and sick leaves in accordance with applicable collective agreements.

**Timekeeping:** Duties include maintaining records, receiving, and processing written and verbal requests for vacation and other types of leave, and for responding to staff regarding vacation accumulations and eligibility for other leave entitlements.

**Administration:** Duties include maintain records related to attendance, leave requests, and relief staff availability and preparing a variety of technical and non-technical reports and documents.

### **What you bring**

- High school graduation with course work in office administration or health care; scheduling experience or an equivalent combination of education, training, and experience.
- Strong clerical skills and a keen eye for detail to examine documents for accuracy and completeness.
- Strong organizational skills and ability to multi-task to manage changing priorities and a heavy workload.
- Excellent skills with Excel, Word and the other the Microsoft Office Suite.
- Customer service experience or knowledge of health care would be an asset.
- Ability to communicate effectively both orally and in writing.



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- Ability to speak Cantonese / Mandarin preferred.
- Ability to work weekends
- The hours of work including days off may be subject to change

### **Salary**

\$20 - \$22/hr

*Successful applicants may be required to complete a Criminal Records Review Check.*

*We appreciate and thank you all applications in advance for their interest, however, only those candidates selected for an interview will be contacted.*

### **How to Apply**

To apply, or for any inquiries, please email us at: [hr@villacathay.ca](mailto:hr@villacathay.ca) and put "Scheduling Assistant (Part-time)" in the email subject line.