

Scheduling Assistant

(Casual)

Become a part of our caring, professional team!

Villa Cathay Care Home (VCCH) is a culturally focused non-profit senior care home in Vancouver's Strathcona neighborhood. Since 1978, we've provided high-quality care in a warm, community-focused environment. Guided by people-centered care principles, we strive to enhance the quality of life for our residents and their families.

What you'll do

Reporting to the Administration Manager, the Scheduling Assistant helps to facilitate the smooth running of VCCH by performing staff scheduling and timekeeping duties. These include preparing, adjusting, and posting staff rotations, reviewing the master rotation and flow sheets, and allocating and calling in relief staff to fill vacancies, gaps, staff shortages, leaves of absence and sick leaves in accordance with applicable collective agreements. In addition, this position maintains records and receives and processes written and verbal requests for vacation and other types of leave and responds to staff and managers regarding vacation accumulations and eligibility for other leave entitlements.

KEY DUTIES AND RESPONSIBILITIES

- **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 maintaining records related to attendance, leave requests, and relief staff availability, as well as preparing a variety of technical and non-technical reports and documents.
- All staff are expected to support a culture of safety and preparedness by following Villa Cathay Care Home's policies and procedures related to resident safety and quality of care and
- Participating in required safety training, emergency preparedness activities, and scheduled drills as part of their role.
- Performs other related duties as assigned.

QUALIFICATIONS

- High school graduation with coursework in office administration or healthcare, or an equivalent combination of education, training, and relevant experience.
- Strong clerical skills with a high level of accuracy and attention to detail in reviewing documents for completeness.
- Excellent organizational and multitasking abilities to manage shifting priorities and a high-volume workload.
- Proficient in Microsoft, including Excel, Word, and Outlook.
- Effective oral and written communication skills, with strong interpersonal skills and a team-oriented mindset.
- Proven reliability, punctuality, and a strong commitment to consistent attendance.
- Customer service experience and/or knowledge of the healthcare sector is considered an asset.
- Ability to speak Cantonese and/or Mandarin is preferred.
- Availability to work weekends as required.
- Flexibility to accommodate changes in scheduled hours and days off.

Expected Salary: \$21 - \$25/hour

How to Apply

To apply, or for any inquiries, please email us at: hr@villacathay.ca and put “Scheduling Assistant” in the email subject line.

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