



ON CALL SCHEDULING CLERK

OPTIONS northwest Personal Support Services is a community based, non-profit, charitable organization which provides personal support to persons who, because of a developmental challenge, physical disability or chronic behavioural or mental health problems requires support to reach their full potential and to remain in their community.

OPTIONS northwest is seeking a reliable, self-motivated individual with a flexible schedule for the position of On Call Scheduling Clerk. The On Call Scheduling Clerk will be responsible for phoning replacement staff to ensure adequate staffing in our group homes in accordance with established policies, procedures and applicable collective agreements. The Scheduling Clerk will be required to be on call approximately one week out of every 3 weeks or more frequently as required between the hours of 4:00 p.m. and 8:00 a.m. Monday to Thursday and Friday 4:00 p.m. to Monday 8:00 a.m. as well as on statutory holidays. On occasion, this position will be required to work 8:00 a.m. to 4:00 p.m. Monday to Friday. The On Call Scheduling Clerk will receive an hourly rate of pay for hours worked when attending to calls and "on call" pay while awaiting to respond.

Applicants must possess a completed secondary education or equivalency. Excellent organizational and time management skills as well as interpersonal and oral/written communication skills are required. The successful applicant must have the ability to comprehend union contracts, scheduling guidelines and agency procedures.

Qualified applicants are invited to submit a detailed resume, cover letter, and agency application form by Wednesday, September 8, 2010 to:

OPTIONS northwest
Human Resources Department
95 Cumberland Street North
Thunder Bay, ON P7A 4M1
Phone: (807) 344-4994
Fax: (807) 346-5811
www.optionsnorthwest.com

We wish to thank all applicants who apply; however only those selected for an interview will be contacted.