



## **Posting # 2024-001-WMC-PFT-01**

### **Workforce Management Coordinator**

#### **Permanent Full-time**

#### **Management and Confidential Staff Posting**

#### **Position Description:**

Reporting to the Manager of Talent & Organizational Development, the Workforce Management Coordinator (WMC) is a skilled professional leader responsible for overall management of all departmental schedules, time off requests, vacation planning, consistent with Collective Agreements and internal policies and procedures. In addition, the WMC monitors human health resource utilization trends (e.g. sick/absent time monitoring, overtime, turnover rates) and supports the organization's Managers/Directors to achieve effective and efficient use of human resources.

#### **Qualifications:**

- Diploma in Office Administration, Bachelor of Business Administration or Human Resource Management preferred
- 3 years of experience in workforce management including recruitment, onboarding, and performance management, specific to related organizational policies (e.g. absenteeism) and participation in the progressive disciplinary process.
- Excellent working knowledge of workforce management trends, calculations, technologies, and workforce management software.
- Experience with unionized environment and contracts considered an asset
- Expert in the use of Microsoft Office Products
- Excellent organizational, written, and verbal communication skills
- Ability to perform comfortably as an individual and as a team member in a fast-paced, deadline-oriented work environment.

#### **Performance Requirements:**

- Proactively coordinates all schedules for all departments and works with Managers/Directors to monitor, adjust and or create new schedules to maximize effective utilization of available human resources.
- Manage logistics associated with primary scheduling of staff, as well as, coordinating scheduling to facilitate staff participation in corporate and department specific training (e.g. Orientations, Lift and Transfers, Ad-hoc Webinars, CPR and CPI re-certifications, etc.)

- Actively participates as a presenter in the delivery of corporate specific training events (e.g. onboarding of new staff).
- Manages the daily staffing requirements for all departments including the procurement of additional staff to replace staff due to illness, or absence, meet 1:1 resident care needs, and scheduling of staff to escort residents to appointments/events.
- Monitors individual staff compliance with scheduling policies and procedures and provides performance feedback to non-compliant staff
- Provides ongoing payroll support and specific vacation/time off coverage for the Workforce Reintegration/time and Attendance Coordinator to support payroll processing.
- Proactively monitors sick time, absent time, overtime, utilization trends on a corporate, departmental, and on a specific individual staff member basis and provides monthly reports to Managers/Directors
- Coordinates and leads the sick counseling process, at the counseling level, and supports Managers/Directors when sick counseling needs to move to performance management (i.e. progressive discipline).
- Accesses facility information systems to retrieve, analyze and utilize pertinent workforce information to support provision of daily, weekly, monthly or ad-hoc reports as may be required by Managers/Directors.
- Maintains awareness of availability of human resources and assists with the recruitment process in collaboration with Manager of Talent & Organizational Development and the appropriate Department Director/Manager to ensure vacancies are filled in a timely manner and casual pools remain large enough to meet the ongoing needs of departments.
- Actively participates on assigned corporate committees
- Ensures successful workforce management through effective and efficient operational execution, effective communication, professionalism, and cultivation of effective working relationships with staff, Managers and Directors.

Only Short-listed applicants will be contacted for this posting. Please submit a cover letter, noting the posting number **2024-001-WMC-PFT-01**, and current resume to [careers@seaviewmanor.ca](mailto:careers@seaviewmanor.ca)