



Hôpital général de Nipissing Ouest
West Nipissing General Hospital

725, chemin Coursol Road, Sturgeon Falls, ON P2B 2Y6
TEL: (705) 753-3110 • FAX: (705) 753-0210

JOB POSTING

POSITION: Staffing Officer (Support Services/Nursing)

DEPARTMENT: Administration

STATUS: Part-Time (2-3 days/week)

SALARY: As per non-union salary scale

JOB SUMMARY:

The Staffing Officer performs a variety of administrative functions, primarily related to staffing and scheduling. The Staffing Officer also provides support to the Occupational Health & Safety Manager.

QUALIFICATIONS / COMPETENCIES:

- Ontario Secondary School Diploma or equivalent
- Community College - Office Administration Program
- Public Services Health & Safety Association Certification Part 1 & 2 for JHSC an asset
- Advanced proficiency in the use of Microsoft Excel Office applications with the ability to learn and operate Hospital specific software (StaffStat, Meditech)
- Experience in the interpretation of collective agreements and scheduling provisions an asset
- Demonstrated problem-solving abilities
- Effective communication and interpersonal skills
- Demonstrated organizational and time management skills
- Ability to work with minimal supervision
- Demonstrated commitment to the health and safety of patients, fellow workers, volunteers, students and visitors
- Ability to meet the working conditions of the position
- Good attendance and work record
- Bilingualism (English/French) an asset

Qualified candidates are invited to submit their cover letter and resume to:

West Nipissing General Hospital - Human Resources
725 Coursol Road Sturgeon Falls, ON P2B 2Y6
Email: humanresources@wngh.ca OR Fax: 705-753-0210

The WNGH has policies in place to demonstrate its commitment to ensuring that all individuals are provided with meaningful employment that is ethical and fair, and is in compliance with all applicable employment and human rights legislation.

For the protection of our patients and residents, the hospital requires successful candidates to submit a satisfactory criminal record check (vulnerable sector search) dated within 6 months as a condition of employment.

The WNGH is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted. Should you require accommodation in the recruitment process, please contact the Human Resources Office.

Version française disponible au Bureau des Ressources Humaines