



The WestCoast Native Health Care Society

TSAWAAYUUS • ATAAPIS • HUUPSITAS

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a. 6151 Russell Place, Port Alberni, BC V9Y 7W3

JOB POSTING 20261013

Job title: Scheduling Assistant	Bargaining Unit: HEU
Program/Service: Clerical	Classification:
Job Description (FT/PT/Temp): Permanent Full-time	
FTE: 1.0	Pay Grid: 16
Reports To: Operational Care Director	Collective Agreement: Facilities Subsector
Date Posted: October 13, 2026	Start Date: ASAP
Job Summary: The Scheduling Assistant contributes to the efficient and effective day-to-day scheduling of all departments at Tsawaayuus (Rainbow Gardens) managing all scheduling processes, contract interpretation and other clerical duties as assigned.	
Duties and Responsibilities	
1. Accepts calls from staff regarding illnesses and absence from work and communicates information received 2. Calls in relief staff according to pre-determined guidelines and refers problems or difficulties to supervisor 3. Staff scheduling in all departments including rotation development, call-out and awarding vacant shifts, backfill for leaves according to applicable collective agreements 4. Maintains records on relief staff and call out 5. Receives and processes shift swaps vacation and leave requests into the scheduling software 6. Maintains a current knowledge of the collective agreements in relation to scheduling, and acts as a resource on these to other managers and staff regarding scheduling of shifts, casual call-out, overtime, vacation, leaves etc. 7. Maintains staff seniority lists 8. Types materials such as reports and correspondence, performs a variety of clerical duties such as answering telephone, making appointments and maintaining departmental files 9. Use computer word procession, spreadsheet, and database software	

10. Receive and sort incoming mail, email, faxes and deliveries for distribution
11. Provide administrative support to management and other staff as required
12. Respond to inquiries from the public about placement in Long Term, Assisted Living, as well as Affordable housing for Seniors.
13. Performs other duties as assigned

Qualifications

Education, Training and Experience:

- Grade twelve and two years' recent, related experience or an equivalent combination of education, training and experience

Skills and Abilities:

- Ability to communicate effectively both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to organize work
- Ability to operate related equipment

Interested applicants should send resumes to:

Natasha Caldwell, Operational Care Director

ncaldwell@rainbowgardens.ca