



## Join our team and discover the possibilities!



Spark your passion and discover your potential. Join a team that truly cares about what matters to you and the people we support. At Aspire Richmond, you will be empowered, challenged, and supported to make a meaningful difference from day one. We are looking for people who share our vision of a community where everyone belongs, grounded in our values of trust, openness, fairness, respect, responsiveness, and continuous learning.

Aspire Richmond offers a continuum of care throughout the lifespan of an individual with a disability, including early intervention supports for infants and children, child and youth care, adult day and residential services, employment options, and more.

### Scheduler (Permanent, Full Time)

#### YOUR IMPACT:

- Create and manage the schedule for about 65 regular employees, along with a pool of casuals, across 8 homes operating 24 hours with unique needs.
- Coordinate shift coverage, short-notice call-outs, and schedule changes to help ensure seamless, consistent support for the people who rely on our community living programs.
- Serve as a key point of contact for casual and relief staff, providing timely communication, responding to scheduling inquiries, and supporting positive day-to-day coordination.
- Administer and track employee leaves, including vacation, sick time, statutory and unpaid leaves, while maintaining accurate staffing schedules and related updates.
- Partner closely with managers to align staffing decisions with employee qualifications, collective agreement requirements, and the unique needs of the people we support.
- Prepare scheduling, overtime, and leave utilization reports, monitor absenteeism trends, and escalate emerging concerns to support thoughtful, proactive operational and leadership decision-making.
- Provide human resources administrative support by maintaining employee scheduling records, processing related documentation, and contributing to responsive, well-coordinated service delivery across programs.

#### YOUR CAPABILITIES:

- Completion of Grade 12, supplemented by post-secondary education in administration, human resources, business, or a related field, or an equivalent combination of education and experience.
- Two to three years of recent experience in scheduling, coordination, or administrative support, ideally within a unionized and multi-program environment.
- Proven ability to work confidently with HR databases, scheduling systems, and related software, along with sound knowledge of collective agreement provisions, leave administration, and scheduling practices.
- Exceptional organizational, problem-solving, and critical-thinking skills, with the ability to manage competing priorities, tight deadlines, and frequent interruptions while remaining calm, detail oriented, and service focused.

- Clear and professional communication skills, with the ability to build positive working relationships and collaborate effectively by phone, email, and in person.
- A high level of professionalism, discretion, and sound judgment, with the ability to work independently while contributing positively to a collaborative, caring, and service-focused team.

#### **WHAT WE BRING:**

With more than 40 years of service in the Richmond community and a team of nearly 400 employees, Aspire Richmond is deeply rooted in inclusion, advocacy, and meaningful connection. We believe in the power of grassroots community, strong relationships, and kindness, and we are committed to supporting our employees with the same care and respect that we extend to the people we serve. If you are looking for purposeful work in a collaborative and values-driven environment, we would be excited to hear from you.

In addition, we also offer:

- A comprehensive employer paid benefits package after 3 full months of employment (health, wellness, vision and dental)
- Professional development and career growth opportunities
- Municipal Pension Plan

**Salary:** \$55,000-\$60,000 per year

**Hours:** Monday-Friday 7am-3pm (37.5 hours per week)

*Aspire Richmond is committed to fostering an inclusive, equitable, and accessible workplace. We welcome applications from candidates of all backgrounds and encourage anyone who may require accommodation during the hiring process to let us know.*