



Human Resource Scheduling Coordinator

Are you a driven, organized professional who thrives in a collaborative environment? Bennett Village is seeking an energetic **Human Resource Scheduling Coordinator** ready to make a difference!

Why Bennett Village?

Bennett Village, nestled in the heart of Halton Hills, is a not-for-profit organization comprised of two facilities: The Gallery, a life lease, active living community for adults 60 and older and the Bennett Centre, our Long-Term Care home; both are vibrant, welcoming homes for older adults where aging happens in an enriching, supportive and safe community setting.

At both homes, you'll find a strong sense of community and camaraderie among the Board, staff, residents, and their families. Our commitment to excellence is reflected in our CARF (Commission on Accreditation of Rehabilitation Facilities) designation, which sets us apart as a provider of top-tier care and services. This prestigious accreditation underscores our unwavering dedication to upholding the highest standards of quality and professionalism.

This is an exciting time to join Bennett Village, as we embark on the journey of building a brand-new Long-Term Care home, poised to set new benchmarks in senior care excellence. We are at the forefront of creating innovative spaces and approaches to enhance the quality of life for our residents.

The Opportunity:

Reporting to the Financial Analyst, the **Human Resource Scheduling Coordinator** manages daily human resources operations for Bennett Village. The successful candidate will handle daily scheduling, recruitment, employee relations, and policy compliance. The Human Resource Scheduling Coordinator will serve as the broad, day-to-day contact for both staff and management needs across the entire employee lifecycle. Oversight of all human resource aspects to set high standards in the Home in accordance with legislative requirements and within budgetary constraints.

Core Responsibilities and Skills:

- **Scheduling:** Responsible for scheduling of staff through the use of HR software system
- **Hiring & Onboarding:** Post jobs, screen applicants, arrange and participate in interviews, and assist in orientation for new team members.
- **Employee Relations:** Answer staff questions, participate in conflict resolution, disciplinary steps, and exit interviews.
- **Payroll:** Oversee bi-weekly payroll preparation, track leave requests, and assist with payroll processing.
- **Compliance & Records:** Update the Human Resources Information System (HRIS), secure private files, and enforce labor laws.
- **Performance & Training:** Track performance reviews and organize company training programs.

What you bring:

- University or college degree or diploma in Human Resource or Business Administration
- Proven experience in staff scheduling, and use of computerized HR software systems. (i.e. SSC, ADP)
- Experienced with budget management, including cost control and resource allocation
- Detail oriented, self-disciplined, motivated individual with demonstrated initiative and excellent communication skills, strong problem-solving abilities
- Exceptional organizational and multi-tasking skills
- Completion or current enrollment in a certified CHRP program is preferred
- Flexibility to respond to emergencies outside of standard business hours
- Related educational background and experience in labour relations in a long-term care or healthcare facility preferred.
- Knowledge of Collective Bargaining Agreements preferred.
- Knowledge of evidence-based practices related to Human Resources.
- Knowledge of the requirements of The Fixing Long-Term Care Act, Standards and Regulations, Occupational Health and Safety Act and other pertinent Federal, Provincial and Municipal Statutes which influence the operation of the home and more specifically those which affect employees working in a unionized operation.
- A Vulnerable Sector Screening check completed in the last 6 months.
- First Aid and CPR Certifications preferred.
- The ability to read, write, and communicate orally in English.



Bennett Centre Long Term Care
The Gallery Active Living

- The ability to work independently and as part of a team.
- Experience in LTC preferred.

What we offer:

- Competitive annual salary commensurate with experience, range of \$60,000 - \$68,000 annually
- Comprehensive benefits package including extended health, dental, long term disability, AD&D and life insurance.
- Defined contribution pension plan with 4% matching.
- Work/life balance and flexibility.
- Four (4) weeks paid vacation.

Work Location: This is a full-time, on-site position located in Georgetown.

How to Apply:

Please address your application to Kathy Godding and send a cover letter, detailed resume in confidence to kgodding@haltonhealthcare.com by September 11, 2026. Applications are considered as they are received.

Please refer to "Human Resource Scheduling Coordinator" in the subject line.

The Interview Process

The interview process will occur in person at Bennett Village. Please notify us if you require accommodation at any time during the recruitment process.

Bennett Village is committed to providing equal opportunity in all employment practices without regard to race, nation or ethnic origin, colour, religion, age, sex (including pregnancy and childbearing), sexual orientation, marital status, family status, physical or mental disability or pardoned criminal convictions, or any other category protected by law.

The above job ad is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.