



## Staffing Coordinator-Healthcare

**Posted by:** Modern Angels Healthcare Agency

**Posting date:** 27-Jan-2025      **Closing date:** 26-Jul-2025

**Education:** College Diploma OR Certificate

**Language:** English

**Job location:** Toronto

**Salary:** \$34.20 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3715569

Expired

## Job description:

Job Title? Staffing Coordinator - Healthcare

Position Type? Full-time Permanent

Hours of work? 30 hours weekly, 52 weeks yearly

Wage: \$34.20 per hour

Number of vacancies: 1

Availability: as soon as possible

Language of work: English

Work location: 1200-251 Consumers Road, Toronto, ON M2J 4R3

Website: modernangels.ca

At **Modern Angels Healthcare Agency**, we are proud to be a trusted leader in Ontario's healthcare staffing industry. We specialize in providing top-quality Registered Nurses, Registered Practical Nurses, and Certified Personal Support Workers to hospitals, long-term care facilities, nursing homes, and private residences.

We are currently seeking a **Healthcare Staffing Coordinator** to join our dynamic team. If you have a passion for organization, thrive in a fast-paced environment, and are committed to supporting healthcare professionals, this role is perfect for you!

**As a Staffing Coordinator-Healthcare, your primary duties will include:**

- Identify current and prospective staffing requirements, prepare and post notices and advertisements, and collect and screen applications;
- Review healthcare personnel inventories and contact potential applicants to arrange interviews and transfers;
- Coordinate and participate in selection and examination boards to evaluate candidates;
- Advise job applicants on employment requirements and on terms and conditions of employment;
- Notify applicants of results of selection process and prepare job offers;
- Assist with the recruitment and onboarding of new healthcare personnels as needed, ensuring compliance with agency policies and procedures;
- Redeploy and place healthcare personnels to client facilities or private homes based on availability, qualifications, and client requirements;
- Maintain an updated roster of employees and ensure appropriate coverage for shifts, including managing last-minute absences or scheduling changes;
- Communicate effectively with clients to understand their staffing needs and provide timely and professional service;
- Maintain accurate records of staff schedules, client preferences, and compliance with regulatory requirements

**Qualification and skills:**

- A college diploma in business administration, personnel management, human resources management or completion of a professional development program in personnel administration;
- At least 1 year of experience in a staffing, scheduling, or administrative role, preferably in the healthcare industry;
- Strong organizational and time-management skills;
- Excellent communication and interpersonal abilities;
- Proficiency in using caregiver management software ShiftCare and familiar with Microsoft Office Suite;
- Ability to handle high-pressure situations and make decisions quickly.
- Available to work overtime or after hours when needed.

Modern Angels Healthcare promotes equal employment opportunities for all job applicants. To apply for this position, please submit your resume/CV to: [modernangels.healthcare.agency@gmail.com](mailto:modernangels.healthcare.agency@gmail.com)

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [modernangels.healthcare.agency@gmail.com](mailto:modernangels.healthcare.agency@gmail.com)**

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