



CAREER OPPORTUNITY Union

Posting: 48-2025

SCHEDULER - DEVELOPMENTAL SERVICES

Linck serves the children and families of the Chatham-Kent Municipality and includes child protection, children's mental health, child development and prevention.

Linck is an accredited multi-service agency that responds to the unique dynamics of our families. We support the well-being and safety of our children and their families through evidence-based practices and collaboration with community partners. Together, Linck employees strive to foster an environment that encourages positive growth, professional development and progressive change.

Chatham-Kent has a population in excess of 110,000 and is ideally situated mid-way between Windsor and London on the shores of Lake Erie.

Linck Child, Youth & Family Supports ("Linck") requires a **Scheduler - Developmental Services**. This is a six (6) month contract to begin as soon as possible.

The purpose of this position is to provide secretarial, clerical and administrative support for the Developmental Services Department of the Agency. The incumbent carries out a variety of secretarial, clerical and administrative duties so as to support all its frontline functions. This is achieved in accordance with Agency policies and procedures, Ministry standards and relevant legislation. Under the direction of the Developmental Services Supervisor, the major responsibility for this position involves scheduling DSW support services for children in municipally licensed childcare settings.

Qualifications:

- Secondary school graduation and completion of additional job-related training courses or one-year Community College diploma or equivalent.
- The ability to work co-operatively with, support and assist other Agency staff in the performance of their duties.
- Over 3 months and up to and including one year of related experience.
- The ability to understand simple descriptive statistics and to maintain and update various statistical reports.
- The ability to prioritize duties in accordance with Agency policies, Ministry standards, legislation and good secretarial practice.
- The ability to communicate in a friendly, assertive and constructive manner when dealing with colleagues and members of the public.
- Tact and discretion required when dealing with requests or settling complaints, interpreting/clarifying information, or presenting information.
- Coordination is a major part of the position.
- Required to plan some aspects of work within specified deadlines and according to priorities set by others.
- Proficient in Microsoft Office programs
- the ability to communicate in French is an asset
- a valid driver's license and use of a reliable personal vehicle.

Please submit resumes by **4:30pm on October 31, 2025** quoting the posting number to:

Human Resources
E-mail: hr@linck.org

Only those candidates selected for an interview will be contacted.

Salary Range: Pay Grid 8
\$22.16 - 28.15

October 22, 2025