

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We are a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents.

We are committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following new vacancy:

Administrative and Scheduling Supervisor, Golden Plough Lodge

Permanent, Full-Time

Salary: \$37.80 - \$47.24 (based on a 35-hour work week)

Work Location: 983 Burnham Street, Cobourg, Ontario.

The Golden Plough Lodge, Northumberland County is seeking a detail oriented, proactive, and collaborative Administrative & Scheduling Supervisor to support efficient operations within the Golden Plough Lodge (GPL). This position will oversee scheduling for multiple departments, supervise business office and scheduling staff, ensure compliance with provincial legislation, and support accurate payroll and reporting processes. This role will play a critical part in maintaining operational continuity, supporting Ministry reporting requirements, collaborating with leadership, and ensuring high quality administrative and scheduling practices across the Home.

Duties & responsibilities:

- Oversee scheduling operations for all departments, ensuring compliance with collective agreements, FLTCA (2021), ESA, and internal policies.
- Monitor and verify accuracy of shift coding; assist managers with payroll uploads and approvals.
- Review and validate payroll submissions; escalate discrepancies and ensure accuracy prior to corporate payroll submission.
- Support 24/7 RN coverage requirements and escalate staffing risks as needed.
- Directly supervise a team of five staff (Scheduling Clerk, Resident Accounts Clerk, Administrative Clerk, Ward Clerks).
- Provide ongoing guidance, coaching, and day-to-day direction on scheduling rules, payroll coding, Ministry reporting, and office workflows.
- Step into scheduling or business office roles as required to ensure operational continuity.
- Oversee resident billing, subsidies, arrears reporting, occupancy reporting, and financial documentation completed by the RAC.
- Ensure accuracy of resident financial files, Ministry templates, occupancy data, and funding documentation.
- Reconcile monthly agency invoicing and resolve discrepancies with external partners.
- Support and oversee Ministry of Long-Term Care (MLTC) reporting requirements under FLTCA (2021).
- Conduct audits related to payroll coding, schedules, resident financial files, and Ministry documentation; implement corrective actions.
- Maintain and update business office and scheduling policies and procedures; support corporate projects related to administrative improvements.
- Forecast staffing levels (vacations, leaves, agency use, and acuity-based needs).
- Plan, coordinate, and adjust work timelines to meet strict deadlines for payroll, billing cycles, and Ministry submissions.

- Manage calendars and workload distribution for scheduling and business office staff.
- Facilitate new employee orientation related to scheduling processes, procedures, and expectations.
- Participate in testing, implementation, and training for new software, systems, and workflow changes.
- Communicate updates to internal and external stakeholders.
- Maintain employee and resident office files, ensuring quarterly audits and MLTC compliance.
- Oversee office supply management to support home-wide operational needs.
- Provide attendance data and assist with Attendance Support Program processes.
- Identify operational risks and escalate issues related to staffing, financial discrepancies, or scheduling shortages.
- Support business continuity during outages, emergencies, or staffing gaps.

Qualifications & skills:

- University degree or college diploma in Business, Office Administration, Payroll/Scheduling, or a related field.
- Experience in long-term care, municipal operations, or business/office administration is considered an asset.
- Supervisory or management training (completed or obtained on the job).
- Strong understanding of collective agreements and demonstrated ability to apply scheduling rules accurately.
- Knowledge of the Fixing Long-Term Care Act (FLTCA) (2021), Employment Standards Act, labour relations, and Ministry of Long-term Care reporting requirements.
- Proficiency with Microsoft Office (Word, Excel), scheduling software, time & attendance systems, and resident billing platforms.
- Strong analytical abilities, including interpreting staffing trends, absenteeism data, payroll discrepancies, and financial reports.
- Excellent verbal and written communication skills for interacting with residents/families, management, staff, and external partners.
- Strong conflict management skills, including diplomacy, listening, tact, and problem-solving.

As a condition of employment, the successful candidate will be required to submit documented results of TB testing, as per Public Health requirements. The successful candidate will also be required to submit proof of annual CPR recertification.

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing

opportunities for growth and excellence.

- Retirement Savings: We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- Employee and Family Assistance Plan: Our wellness program includes health support and assistance to ensure your well-being.
- Work-Life Balance: We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life, and play.

At Northumberland County, you will find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

The successful candidate will be required to submit a satisfactory criminal background check, including a vulnerable sector screen, prior to the commencement of employment.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please ensure your cover letter, résumé and any other supporting documents are submitted in one file (preferably MS Word (docx) or Adobe (pdf)).

We invite you to submit your application **by 4:30pm on Thursday, February 19, 2026, to:**

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.