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**INTERNAL POSTING**

**POSTING:** HEU – Posting 129H23  
**STATUS:** Temporary Part Time  
**FTE:** 0.61 (PCN #291)  
**CLASSIFICATION:** (10312) Staffing Clerk V  
**WORK AREA:** The Views  
**HOURS:** 24.40 Hours Bi-Weekly  
06:00-14:00; 11:00-17:00  
**SALARY:** \$28.30 Hourly

**JOB SUMMARY:**

Performs staffing and time keeping duties as a member of the Staffing Services Team, under the direction of the Director of Care.

**QUALIFICATIONS:**

**Education, Training and Experience:**

Grade 12 graduation. Two years' recent related experience or an equivalent combination of education, training, and experience.

**Skills and Abilities:**

- Ability to communicate effectively both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to organize work
- Ability to operated related equipment.

**This posting will remain open until successfully filled. All Internal applications received by 08:30 November 9<sup>th</sup>, 2023, will be given first consideration.** Please apply in writing to the Department of Human Resource Services using Application for Internal or External Vacancy Form.

Applications and resumes must be submitted by email to [hr@providenceliving.ca](mailto:hr@providenceliving.ca)

Thank you.

Human Resources Team

DATE: November 2<sup>nd</sup>, 2023

Posting #: 129H23

Human Resources  
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