https://chcclynden.org/careers/nursing-department-scheduler/

Nursing department scheduler

Apply now

Christian Health Care Center has been recognized as one of the best places to receive care in Washington state. Join a faith-based, nonprofit care team that leads in quality and service!

Base Salary
$ 25 - $ 33.65

$25 to $33.65 per hour, DOE.

Employment Type
Full-time

Working Hours
Monday through Friday, 8 a.m. to 4:30 p.m.

Industry
Healthcare

Job Location
855 Aaron Drive, 98264, Lynden, WA, USA

Date posted
November 24, 2026

Valid through
24.12.2026

Hiring organization
Christian Health Care Center

Description

As CHCC's nursing department scheduler, you will have a critical role – one that ensures we have enough nursing assistants and licensed nurses working to provide care for our residents 24/7. Applicants should have a calm, flexible, team-oriented demeanor and be able to work collaboratively with our interdisciplinary team.

Responsibilities

- Coordinate the nursing assistant and licensed nurse monthly schedule.
- Review and record nursing department sick calls, tardiness and absences.
- Able to make sound, firm and objective scheduling decisions based on the facility needs.
- Adjust the nursing schedule to accommodate staff changes.
- Contact off-duty staff to request shift coverage.
- Prepare and post daily assignment sheets.
- Coordinate the clinical orientation of new nursing assistant employees.
- Prepare, post and update daily staffing posting forms.
- Participate in regular staffing meetings.
- Maintain confidentiality in all things relating to staff and residents.
- Good attendance is an essential requirement of this position.
- Fill in as CNA if needed, if appropriate.
- See job description for additional duties.

Qualifications

- High school diploma or equivalent required.
- Scheduling experience in a health care setting preferred.
- One year of experience in a health care office setting preferred.
- Current Washington state nursing assistant certification preferred. (See CNA job description for a list of duties: https://chcclynden.org/careers)
- Experience or exposure to long-term care is preferred.

Skills

- Knowledgeable and supportive of CHCC mission and philosophy.
- Proficient with various computer software including Microsoft Word and Excel.
- Good analytical and organizational skills.
- Detail-oriented and able to work independently.

- Able to maintain strict confidentiality with sensitive employee information.
- Able to work effectively with employees at all levels of the organization, outside agencies and the public.

Job Benefits

- Comprehensive insurance (medical, dental, vision, short-term/long-term disability).
- Vacation, holiday and sick pay.
- Tuition reimbursement for qualified employees.
- 403 (b) retirement and flexible spending accounts.
- Referral bonus program that pays up to $3,000 per referral.
- Homestead Fitness Center discount.
- Continuing education, mentorship, career advancement opportunities.
- Details at https://chcclynden.org/full-time-benefits/.

Contacts

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Equal Opportunity Employer

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