Christian Health Care Center

Mission: *Providing skilled health care services with compassion and love in Christ's name*

JOB DESCRIPTION

TITLE: **Nursing Department Scheduler**
REPORTS TO: **Director of Nursing Services**
FLSA STATUS: **Non-Exempt, Hourly**

JOB SUMMARY: This position is responsible for scheduling the nursing department to provide coverage within the facility. May also provide administrative support to the nursing department.

ESSENTIAL JOB FUNCTIONS:

1. Communicates and works smoothly with supervisors and co-workers.
2. Respects and abides by Resident Rights.
3. Reports resident abuse according to CHCC policy.
4. Maintains confidentiality in all things relating to staff and residents.
5. Good attendance is an essential requirement of this position.
6. Coordinates the Nursing Assistant and Licensed Nurse monthly scheduling.
7. Reviews and records nursing department sick calls, tardiness, and absences.
8. Adjusts the nursing schedule to accommodate staff changes.
9. Contacts off-duty staff to request shift coverage when sick calls have resulted in schedule holes.
10. Prepares and posts the daily assignment sheets.
11. Coordinates the clinical orientation of new Nursing Assistant employees.
12. Participates in regular staffing meetings.
13. Prepares, posts and updates daily staffing posting forms.

OTHER JOB FUNCTIONS:

14. Fills in as an NAC if appropriate.
15. Assists with paperwork processing, filing, and other administrative duties.
16. Assists in the organization of company-sponsored events, activities, and functions as requested.
17. Attends staff meetings and training as requested.
18. Performs other duties and projects as assigned.
19. Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
20. Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
21. Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including

failure to report violations, will result in disciplinary action, up to and including termination.

WORKING CONDITIONS AND EQUIPMENT USED:

Work is performed in a fast-paced patient/resident environment with frequent interruptions. Must be team-oriented and work collaboratively with an interdisciplinary team, demonstrating strong communication and problem solving skills. Must be able to effectively utilize computers, software, and various medical equipment. Must be available by phone to address staffing/coverage issues as requested. May be required to wear a respirator.

QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Good analytical and organizational skills – ability to pull together employee availabilities and produce an efficient, effective master schedule.
- Ability to make sound, firm and objective scheduling decisions based on the facility needs.
- Detail-oriented and ability to work independently.
- Proficient with various computer software including Microsoft Word and Excel.
- Excellent written and verbal communication skills.
- Ability to maintain strict confidentiality with sensitive employee information.
- Ability to answer routine scheduling questions and solve scheduling problems.
- Work effectively with employees at all levels of the organization, outside agencies, and with the public.
- Physical ability to perform the essential job functions including, but not limited to, sitting, traveling, communicating (verbal and written), and computer keyboard manipulation. The employee is occasionally required to reach with hands and arms, stoop, kneel and lift/move up to 15 pounds.
- See additional physical abilities under NAC job Description as applicable.

Education and Experience:

- High school diploma or equivalent.
- One year experience in an office setting providing administrative support.
- Experience or exposure to long-term care preferred.

License:

- Current Washington State Nursing Assistant Certification, in good standing preferred.

GENERAL PHYSICAL REQUIREMENTS

Strength: Lifting and carrying general office supplies and files; typically weighing less than 20 pounds. See additional requirements under NAC job description

Manual Dexterity: Ability to consistently perform simple motor and manipulative skills such as standing, walking, etc., and moderately difficult manipulative skills such as typing and word processing.

Mobility: Ability to sit for long periods of time; move throughout the office setting; ability to reach above shoulders, bend or kneel to retrieve information.

Visual Discrimination: Ability to consistently identify objects and persons at a distance; read fine print.

Hearing: Ability to consistently distinguish normal sounds with some background noise; multiple sounds in a stimulated environment; and verbal language and tones on the telephone.

Speech: Ability to speak clearly and make self understood in a one-on-one basis with clinic residents and in a variety of formal and informal group settings.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.