



## MISSION POINT HEALTHCARE SERVICES

### Job Description

**Title:** Staffing Coordinator

**Reports to:** Administrator

#### **Position Summary:**

The staffing coordinator is responsible to create and manage staffing schedules under the Administrator/ Director of Nursing and assures staffing levels are adjusted as needed to meet census and resident care needs. This position requires a detail oriented, analytical, person with the ability to negotiate with team members to assure the facility is staffed properly.

#### **Overview:**

- The Staffing and Scheduling Coordinator is responsible to prepare schedules and maintain appropriate staffing levels in the nursing departments on a 24-hour basis according to administrative requirements.
- The scheduler prepares four-week staffing ratios, maintains monthly nursing schedules for the Nursing Services Department, responds to employees' requests for time off, and maintains daily overtime logs.
- Responsible for coordination and attendance of all nursing staff. The scheduler will also communicate with the Director of Nursing, Administrator and Unit Managers regarding schedule changes needed for training and in-services.

#### **Qualifications:**

- Minimum high school diploma or equivalent.
- Requires and understanding of budgets, per patient day scheduling, and ability to be flexible and manipulate schedules as needed.
- Excellent computer skills and the ability to work within scheduling programs.
- Strong organizational, analytical, and math skills; oral and written communication skills required.
- Able to work with staff and vendors in a positive and productive manner.
- Must be flexible and able to work flexible schedules.
- Knowledge of regulatory standards and compliance requirements.
- Working knowledge of personal computer and software applications used in job functions, (word processing, databases, spreadsheets, etc.)
- Minimum of 1 year of experience.