

Staffing Coordinator

Non-exempt position

Hours: 36-40 hours per week plus shared on-call

Supervise: N/A

Supervisor: Executive Director

Purpose: To ensure efficient, effective and consistent nursing coverage for medically fragile clients. Responsible for ensuring that the front office functions professionally and in accordance with Nursingale's family-centered culture.

Position Requirements:

- Administer a multi-faceted and comprehensive staff scheduling process each month
- Computer knowledge of Generations scheduling software, electronic time and attendance programs, MS Word, Excel, the email process and other Microsoft software programs
- Knowledge of OSHA, HIPPA, nursing licensure laws, and other regulatory requirements in the home-care nursing field
- Ability to cultivate positive relationships with team members, medical professionals and others working with client families
- Commitment to the principles and values of the mission of Nursingale
- Model appropriate professional behavior by being on time, completing assignments on schedule and communicating honestly
- Maintain a pleasant personality for front-line phone and office reception

Duties:

- Provide consistent nursing staff coverage for every family:
 - Serve as the first contact for calls coming into the office by being calm, pleasant and helpful
 - Compile and record family needs and staff availability information for optimal client coverage each month
 - Provide shift coverage for families at a 92% fill rate or higher to the extent possible
 - Adjust staff work schedules to meet changing coverage needs
- Assist Case Managers by coordinating nursing activities in the home:
 - Work with managers to match family and staff personalities in determining staff placement in a home
 - Coordinate the orientation and scheduling of new nurse hires to move them to part or full time hours as soon as possible
 - Train new employees on the electronic time and attendance program
 - Establish office email accounts for new employees
 - Coordinate the orientation and scheduling of student nurses in conjunction with the preceptor program
 - Maintain confidential and well organized client charts
 - Oversee and guide the process of sending, receiving and reviewing client documentation for filing
 - Supply clients with chart forms and paperwork as needed
 - Recommend policy changes to administration when appropriate

- Assist with payroll each week by verifying staff nurses work time and attendance
 - Coordinate staff vacation requests and holiday rotation schedules
 - Maintain client and staff contact information databases
- Assist with quality assurance and quality improvement activities as requested.
 - Manage the emergency phone tree to assist in the disaster preparedness process
 - Track, retain and document annual employee OSHA training, TB status, CPR certification and mandatory skills training
 - Maintain a current safety policy and procedure notebook
 - Attend and actively participate in weekly staff meetings
- Available for after hours and weekend on-call coverage to resolve staffing issues and screen clinical calls for nursing staff
- Complete special projects and assignments as requested

Physical Requirements:

- Hearing, listening, manual dexterity, seeing and speaking
- Sitting for long periods of time
- Able to lift 35 pounds unassisted

Employee Signature

Date