

**JUNE 1, 2016**

<b>TITLE:</b>	Nursing Scheduler	<b>DEPARTMENT:</b>	Nursing
<b>SUPERVISOR:</b>	DON	<b>SHIFT:</b>	8:00am – 4:30pm Full time 40 hours/week
<b>LOCATION:</b>	RiverWoods		Every other weekend

**BRIEF DESCRIPTION:** Manages the Nursing Care Center (NCC) Nursing Department staff schedule and payroll.

**PRIMARY RESPONSIBILITIES:**

- Accurately and effectively manages and maintains the NCC nursing department staff schedule within required staffing guidelines. Finds replacement personnel to cover staffing needs as necessary.
- Accurately completes daily timekeeping/payroll for the NCC nursing dept. in the timekeeping system.
- Processes NCC nursing department personnel time off requests in a timely manner. Ensures adequate staffing prior to approval from Director of Nursing/Designee.
- Completes NCC nursing department employee status/information change and termination forms and submits notices to the Director of Nursing/Designee in a timely manner.
- Completes Position Requisition Forms (PRF) for new and replacement nursing department positions and submits to the Director of Nursing/designee in a timely manner.
- Processes Overtime, Agency/Payroll Correction Reports for NCC nursing dept. in efficient/timely manner.
- Tracks nursing personnel attendance for absenteeism and tardiness trends, patterns or issues and reports such items to the Director of Nursing in a timely manner.

**QUALIFICATIONS:**

- Must successfully pass the Commonwealth of Pennsylvania Nursing Assistant testing and be registered with the Department of Health.
- Graduate of an accredited college, university, or business school or High School graduate or its equivalent with at least three year's administrative office experience. Prior scheduling experience preferred.
- Possess a general working knowledge of the senior care industry as it relates to Federal, State and local standards, guidelines and regulations.
- Ability to communicate effectively in person, in writing and on the telephone. Must be tactful, courteous, and dependable and have the ability to supervise, plan, and organize work with little or no supervision. Must be flexible and able to handle interruptions with ease.
- Must possess intermediate level computer skills with good working knowledge of Microsoft Office Suite.
- Ability to lift and support up to 25 lbs. and to push/pull occupied wheelchairs.

**PHYSICAL DEMANDS:**

- Works inside, around and with others in a well-lighted and ventilated nursing unit.
- Uses speech, hearing and vision to understand and give directions during a work day/shift.
- Bends, stoops, kneels, pushes, and pulls when attending to the needs of the resident.
- Potential exposure to communicable disease.
- Sitting 75%, standing and walking 25% of the time.