

LB Homes

Scheduling Coordinator

Department: Staffing

FLSA Status: Non-Exempt

Grade/Level:

Job Type: Regular

Work Schedule:

(Monday-Friday during business hours) with occasional weekend/holiday assignment to the needs of the organization.

Job Status: Full Time

Reports To: Nursing DON

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Makes and maintains the accuracy of employee work schedules for the entities assigned within LB Homes. Collaborates with the business office to assure accurate records for payroll processing.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Maximizes use of the scheduling software features to prepare and post accurate employee schedules for the departments assigned.
- Prepares and adjusts daily staffing patterns according to census and directions from department heads.
- Accepts staff communication re: unscheduled absences, finds replacements and adjusts assignments according to desired staffing pattern.
- Maintains an accurate schedule - records absences, receives and processes "Request for Substitution in work Schedule/Work Exchange" form and delivers to appropriate department head, records PPL (Personal Paid Leave).
- Maintains employee "Calendars of Absenteeism" and reviews monthly. Communicates with the employee's department head if employees have not met the expected attendance standards.
- Prepares Nursing Home Case Mix/Nursing hours summary and posts as required by regulation.
- Initiates communication with involved departments re: employee status changes by utilizing the ticket system. Delivers original employee notes to HR for personnel file.
- Notifies HR Manager of potential FMLA and of employee on-work injuries.

- Collaborates with the appropriate department head re: hiring needs and training/assignment locations.
- Under the direction of the department head or supervisor, assigns trainers and plans on the job training with new employees. Records basic education plans.
- Under the direction of the Director of Nursing, assigns staff to work with students on site for Nursing Assistant Class clinicals.
- Receives and logs "Return to Work" slips.
- Miscellaneous tasks as assigned.
- Assures that accurate information, from the "Exception Sheet" is entered into the scheduling software prior to payroll processing.
- Prepares additional information needed for timely payroll processing.
- Staff meeting completion audits quarterly.
- Set up interviews with new hires

POSITION QUALIFICATIONS

Competency Statement(s)

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Adaptability - Ability to adapt to change in the workplace.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Accuracy - Ability to perform work accurately and thoroughly.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Loyal - The trait of feeling a duty to the employer.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Innovative - Ability to look beyond the standard solutions.
- Negotiation Skills - Ability to reach outcomes that gain the support and acceptance of all parties.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Reliability - The trait of being dependable and trustworthy.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

SKILLS & ABILITIES

Education: None

Experience: None

Computer Skills: Basic Computer Skills

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F
Walk	O
Sit	O
Manually Manipulate	F
Reach Outward	O
Reach Above Shoulder	O
Climb	N
Crawl	N
Squat or Kneel	O
Bend	O
Grasp	O
Speak	F

Lift/Carry

10 lbs or less	F
11-20 lbs	O
21-50 lbs	O
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	O
13-25 lbs	O
26-40 lbs	N
41-100 lbs	N

Other Physical Requirements

- Vision (Near, Distance)
- Sense of Sound - Hear spoken word in person or by telephone.

WORK ENVIRONMENT

Office areas of elderly care and housing sites.

Employee

Signature: _____

Date: _____

Supervisor

Signature: _____

Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.