

TITLE OF POSITION: STAFFING COORDINATOR

TITLE OF IMMEDIATE SUPERVISOR: Director of Nursing

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED

DUTIES OF POSITION
Is responsible for the coordination of patient visits, maintenance and upkeep of scheduling records and log books.
Staffing coordination duties include the accurate and timely communication of scheduling changes between office and field staff.
POSITION RESPONSIBILITIES
Maintain a current patient roster with necessary information.
Update log books and schedule sheets.
Prepare weekly schedule for field staff and provides copies for distribution.
Assist in coordinating services provided to patients.
Control and monitor schedule changes.
Check compliance of visits done (on master schedule) after all notes are matched to charges, brings any scheduling problems to the supervisor's attention immediately.
Assist in taking referrals, makes copies of referral sheets for Payroll/Billing Manager and on-call coordinator when requested.
Call hospital Social Services department to notify them that an Agency patient has been admitted to their hospital.
Obtain weekly visit count and report results to the Director of Nursing.
Assist in relaying messages to field staff, office staff and community liaisons, gives and takes reports from the on-call coordinator.
Perform other duties as assigned by the Supervisor, DON or Administrator.
JOB CONDITIONS
Position is stressful in terms of meeting deadlines.
It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.
It requires minimal lifting of office records and printouts.
The ability to read 12 point and larger type is required.
One must be able to hear adequately on the telephone with no more than an amplifier and be able to communicate both verbally and in writing in English.
EQUIPMENT OPERATION
The job requires the ability to utilize a PC, calculator, multi- line telephone, and other related office equipment.
COMPANY INFORMATION
Has access to all patient medical records which may be discussed with management.

QUALIFICATIONS

1. High school diploma or equivalent.
2. Preferably an LPN with a Home Health background.
3. Should be a skilled organizer able to manage office files, log books and staff schedules.
4. Must possess light secretarial skill and have a polite telephone manner.
5. Must have a criminal background check.

ACKNOWLEDGMENT**EMPLOYEE NAME****EMPLOYEE SIGNATURE****DATE**