

## JOB DESCRIPTION

**TITLE OF POSITION: STAFFING COORDINATOR**

**TITLE OF IMMEDIATE SUPERVISOR: Director of Nursing**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED**

### DUTIES OF POSITION

1. Is responsible for the coordination of patient visits, maintenance and upkeep of scheduling records and log books
2. Staffing coordination duties include the accurate and timely communication of scheduling changes between office and field staff

### POSITION RESPONSIBILITIES

1. Maintains a current client roster with necessary information
2. Updates log books and schedule sheets
3. Prepares weekly schedule for field staff and provides copies for distribution
4. Assists in coordinating services provided to patients
5. Controls and monitors schedule changes
6. Checks compliance of visits done (on master schedule) after all notes are matched to charges, brings any scheduling problems to the supervisor's attention immediately
7. Assists in taking referrals, makes copies of referral sheets for Payroll/Billing Manager and on-call coordinator when requested
8. Calls hospital Social Services department to notify them that an Agency patient has been admitted to their hospital
9. Obtains weekly visit count and report results to the Director of Nursing
10. Assists in relaying messages to field staff, office staff and community liaisons, gives and takes reports from the on-call coordinator
11. Performs other duties as assigned by the Supervisor, DON or Administrator

### JOB CONDITIONS

1. Position is stressful in terms of meeting deadlines.
2. It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
3. Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.
4. It requires minimal lifting of office records and printouts.
5. The ability to read 12 point and larger type is required.
6. 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.

<b>EQUIPMENT OPERATION</b>
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The job requires the ability to utilize a PC, calculator, multi- line telephone, and other related office equipment.
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<b>COMPANY INFORMATION</b>
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Has access to all client medical records which may be discussed with management
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<b>QUALIFICATIONS</b>
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| 1. High school diploma or equivalent  |
| 2. Preferably an LVN with a Home Health background  |
| 3. Two years experience as coordinator or other related health field                        |
| 4. Should be a skilled organizer able to manage office files, log books and staff schedules |
| 5. Must possess light secretarial skill and have a polite telephone manner                  |

<b>ACKNOWLEDGMENT</b>
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<b>Employee Signature</b>	<b>Date</b>
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