



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Nursing Scheduler

**LOCATION:** Park View Health Center

**HIRING RANGE:** \$22.73 - \$25.30/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 8:00 am – 4:00 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION

*June 2018*

**POSITION TITLE:** NURSING SCHEDULER

**DEPARTMENT:** PARK VIEW HEALTH CENTER

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Manages master and daily schedules for nursing staff to ensure adequate staffing levels to meet the care needs of residents in accordance with State and Federal guidelines.

### **ESSENTIAL FUNCTIONS:**

1. Generates, manages, and updates a computer-based master schedule for nursing staff while making adjustments as needed according to budgetary constraints, census fluctuations, call-ins, and leaves of absence. Administers schedule to provide efficient and adequate nursing staff coverage in all facility neighborhoods, taking into account acuity and care needs.
2. Produces, coordinates and maintains a written daily schedule of nursing staff coverage for all shifts; updating changes in staffing to the schedule in real time; and monitoring for daily neighborhood acuity changes which may impact nursing department's daily staffing needs.

3. Communicates with direct care nursing staff by telephone, email, text messages or other means to discuss facility staffing needs and direct care staffing concerns. Coordinates nursing staff coverage through problem-solving and compromise, while maintaining active communication and collaboration of staffing concerns with nursing management and administration.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Prepares the master nursing service 6-week schedule for nursing staff.
2. Calculates the minimum daily nursing staffing requirements according to Federal and State requirements, assuring adequate staffing ratio.
3. Takes nursing staff call-ins, schedules replacements and overtime as necessary.
4. Schedules in-service training for nursing staff.
5. Provides orientation to nursing staff for nursing department scheduling procedures.
6. Provides education to KRONOS computer-based scheduling program.
7. Collaborates with staff development coordinators to requests and coordinates the orientation schedule for agency staff.
8. Maintains full-time equivalency (FTE) records for nursing department.
9. Prepares and provides nursing staffing patterns as requested.
10. Prepares scheduling forms during the facility survey.
11. Collaborates with Human Resources Department regarding nursing staff changes and payroll information.
12. Works flexible hours to meet the needs of the nursing department.
13. Communicates with nursing service staff professionally via telephone, in email, in person and in writing at all times.
14. Supports nursing service administrative decisions and assignments in a professional and positive manner.
15. Reports staffing and scheduling concerns to nursing department management and requests direction from the Director of Nursing as necessary.
16. Ensures at least one other staff member is oriented to the nursing scheduler's position in the event of vacation, sick leave, or other absence.
17. Maintains efficient and accurate filing system.
18. Maintains and respects confidentiality in all matters.
19. Participates in committees as assigned (i.e. staffing committees).
20. Follows established guidelines to schedule nursing staff paid-time-off.
21. Enters schedules and information into Kronos.
22. Prepares "Direct Care Staffing" report.
23. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Director of Nursing.
2. Works with RN Shift Supervisor.
3. Works with RN Neighborhood Supervisor.
4. Works with all nursing department staff.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High School Diploma or Equivalent.
2. Accurate keyboarding skills.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledgeable in adequate nursing staffing in accordance with State & federal long-term care regulations

2. Knowledgeable in effective communication with peers and supervisors to include verbal conversations, written correspondence and active communication.
3. Knowledgeable and demonstrates good customer service with professionalism to provide and maintain courteous working relationships with residents, visitors, peers, interdisciplinary team members, management and administration.
4. Knowledgeable in use of a computer to include skills with receiving and sending emails, computer documentation, accessing computerized educational modules, and demonstrate the ability to learn new software as needed
5. Knowledgeable in the use of Kronos and Microsoft Office applications including Microsoft Word, Microsoft Outlook, and Microsoft Excel.
6. Knowledgeable in use of office equipment to include but not limited to multiline telephone, nurse call-system android phones, fax machine, desk top computer and laptop computer-on-wheels.
7. Skilled in organization to include physical environment, mental planning/scheduling, and time management.
8. Skilled in teamwork to maintain working as a part of an effective interdisciplinary team.
9. Skilled in time management to effectively meet deadlines while maintaining flexibility in assignments.
10. Skilled in working efficiently to complete tasks with minimal supervision while encountering neighborhood disruptions and distractions.
11. Ability to find problem-solving solutions to difficult staffing concerns while collaboration & communication with various members of the nursing department.
12. Ability to work flexible hours to meet the needs of the Nursing Department.

### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to perform minimal lifting (10 - 25 lbs), bending, squatting, reaching high & low, in order to complete assigned tasks on an occasional basis.
3. Ability to hear conversation and speak clearly on a constant basis.
4. Ability to function in situations encountered in a normal office setting.