

Rockingham County
Department of Human Resources

Career Opportunity



Position Title: Staff Scheduler

Salary Range: **\$15.69 – 21.72**
Dependent upon Experience

Department: Rockingham County Rehabilitation
& Nursing Center

Posted: 04/01/2019
Closing: Until Filled

Status/Shift: Full-Time, Non-Exempt

Purpose/Scope:

Generates, manages and updates master schedules while making adjustments as needed according to census fluctuations, call-ins, pre-planned leaves of absences, to schedule nursing staff on all shifts in accordance with established staffing ratios by units and shifts under the direction of the Director of Nursing.

Essential Job Functions:

Generates, maintains and updates nursing department four-week block master schedules while making adjustments as needed according to Earned Time Requests, FMLA, pre-planned leaves of absence, call-outs, etc.

Meets with Director of Nursing or his/her designee on a daily basis to discuss any scheduling concerns; provides Director of Nursing with daily absenteeism, late punches and shortage reports.

Assesses time off requests and compares with scheduling needs. Reviews time off requests with Director of Nursing or his/her designee for final approval.

Fills staff vacancies in advance to ensure adequate coverage for all shifts while balancing the facility's staffing needs and the staff scheduling preferences; arranges for per diem and agency personnel coverage.

Minimizes avoidable premium pay (overtime) through effective scheduling and timekeeping.

Prepares daily staffing sheets for each shift; updates Director of Nursing on open positions that need to be posted/filled.

Works with electronic scheduling program regarding initial implementation, continuous updates and changes made to the program.

Tracks and verifies employee call-out log; makes shift coverage needs list and posts alongside monthly schedule.

Keeps meticulous attendance records and assists with the progressive disciplinary process if staff members accrue excessive absences and/or tardies.

Communicates with the Director of Nursing or his/her designee and/or Staff Development Coordinator regarding orientation assignments and scheduling for newly hired employees and temporary staffing agency personnel.

Knowledge, Skills, and Abilities Required:

Knowledge of office procedures equivalent to the completion of a one-year certificate from college or technical school or; three to five years related nursing office / secretarial experience and/or training or equivalent combination of education and experience.

Must have solid working experience with electronic payroll software systems and Microsoft Office applications

Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail. Good interpersonal relations with proven communication skills, both verbal and written.

Demonstrated proactive approaches to problem-solving with strong decision-making capability.

Highly resourceful team-player, with the capability to also be extremely effective independently.

Must be able to work hours as scheduled based on the requirements of the position and the facility.

Submission Requirements: Employment application required. Resume and cover letter optional.

Apply to: Human Resources Department

Email: careers@co.rockingham.nh.us

Mail or Drop off Applications to:

Rockingham County Human Resources Department, 111 North Road,

Brentwood, NH 03833

Applications can be found online at: rockinghamcountynh.org/careers

EQUAL EMPLOYMENT OPPORTUNITY

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.