

# Staffing Coordinator

## Job Description

**Job Title:** Staffing Coordinator

**Reports to:** Director of Nursing

**Position Summary:** Coordinates the staffing needs of the facility for a defined resident population and time frame. Maintains accurate records related to staffing of the nursing department.

This job description may be used independently or in conjunction with another job description.

### Major Duties and Critical Tasks

1. Adequately staffs the facility's nursing units according to facility procedures and policies.
2. Presents proposed schedules to Director of Nursing for review prior to posting.
3. Manages staff coverage for scheduled and unscheduled absences.
4. Coordinates with the Human Resource Director to ensure appropriate time records are kept.
5. Generates a master schedule, staffs according to budgeted hours per patient day and budgeted staffing ratio.
6. Assists in the scheduling of new employees.
7. Makes out daily assignment sheets for the nursing department. Advises management of scheduling/staffing changes.
8. Meet with the Director of Nursing and/or Nurse Management team on a weekly basis to review daily staffing sheets to verify adequate staffing for resident care needs and acuity level of residents.
9. Assist with coverage of open shifts as needed.
10. Safety concerns are identified, and appropriate actions are taken to assure patient safety.
11. Performs other functions as directed by the Director of Nursing and the Administrator.

### Required Education and Experience:

Education: Must have a high school diploma or GED.

Experience: Previous experience with staffing preferred. Certified Medication Technician is required. Must have knowledge of staffing and orientation schedules.

### Working Environment/Physical and Sensory Requirements:

- Works in office areas as well as throughout the facility.
- Must be able to move about intermittently during working hours including standing, lifting, bending, stooping, twisting, pushing, and pulling.
- Must be able to read, write, and speak the English language.
- Must be able to assist in the transfer residents in emergency evacuations.
- Interacts with residents, family members, staff, visitors, government agencies/ personnel, etc., under all conditions/ circumstances.
- Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.
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- Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility.
- May be involved in community/civic health matters/ projects.

### Receipt and Acknowledgment:

I acknowledge and understand that:

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under his/her direction. Job duties, tasks, work hours, and work requirements may be altered at any time. I agree to follow the instructions and duties as directed by management.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, and the rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

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Employee Signature/Date

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Facility Signature/Date