

# STODDARD BAPTIST GLOBAL CARE, INC.

Facility: WASHINGTON CENTER FOR AGING SERVICES

## JOB DESCRIPTION (STAFFING COORDINATOR)

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JOB TITLE: STAFFING COORDINATOR  
DEPARTMENT: NURSING  
CLASSIFICATION: NON-EXEMPT  
REPORT TO: ASSISTANT DIRECTOR OF NURSING (ADON)

### I. BASIC FUNCTIONS

The Staffing Coordinator will assist the Nursing Department in staffing and scheduling adequate staff for all units. He/She will function as the liaison for the Nursing Department. Prepare and maintain statistical reports as required. All functions will be carried out in an accurate and timely manner.'

### II. CHARACTERISTICS RESPONSIBILITIES

- Follow the established staffing patterns to adequately staff the units.
- Prepare unit schedules.
- Prepare and keep daily staffing sheet up to date for at least seven (7) days.
- Keep roster of phone numbers for ALL nursing staff up to date (see Rolodex).
- Assist the RCC's/Supervisors 'with computation of the records and cards.
- Assess call-in book daily for any call-ins.
- Notify the RCC of any call-ins or changes on his/her respective unit.
- Keep overtime book up to date.
- Document all tardiness and absenteeism with the appropriate notations on the staffing sheet and the call-in book.
- Prepare weekly staff vacancy report, to be submitted each Thursday.
- Assess accuracy of Punch Detail and submit to payroll
- Other related duties as assigned.
- Complete absenteeism and tardy report.
- Convey a positive attitude and disposition at all times.
- Ensure adequate nursing coverage via PRN, part-time and overtime.
- Seek clarification regarding work functions from the DON.

### III. WORKING CONDITIONS/PHYSICAL EXERTION

- Well lighted, ventilated offices and other work areas.
- Sit, stand and walk intermittently during \the day.

### IV. DUTY HOURS

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- Minimum 40 hour per week or whatever is required for efficient job performance
- Classified as non-exempt and is eligible for overtime under the Fair Labor Standards Act.

### V. MINIMUM ENTRY QUALIFICATIONS

- High school graduate or GED.
- Have Knowledge of medical terminology.
- Typing skills and ability to operate other office machinery.
- Good interpersonal skills and ability to treat information with confidentiality.
- Ability to remain calm and level-headed in emergencies.

### VI. SUPERVISION RECEIVED

- Supervised by the Director of Nursing and/or designee.

### VII. SUPERVISION EXERCISED

- None

### VII. PERSONAL INTERACTIONS

- Staff and agency personnel related to in a courteous and professional manner at all times.

I, \_\_\_\_\_, have read the above job description and fully understand the conditions set forth therein. I will perform the duties of STAFFING COORDINATOR to the best of my knowledge and ability. I have received a copy of this job description.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_