



Job Title: Scheduler for Resident Care Department

Location: Addison Place at Glastonbury, Glastonbury, CT 06118

Hours: Full time flexible hours, 37.5 hrs/week

Job Description Summary:

Responsible for Resident Care Department scheduling. Proactively reviews potential gaps within the department schedule and anticipates changes in staffing patterns and needs based on acuity and occupancy. Replaces staff as needed due to callouts or approved time off and maintains an ongoing schedule.

Duties and Responsibilities:

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Develop, manage, and maintain an ongoing schedule, minimum of 2 weeks per posting.
- Replace staff from callouts as needed during working hours.
- Maintain accurate files for schedule changes and related documents, such as ensure associates are placing PTO requests in Paylocity for vacation, personal, or sick time.
- Data enter pendant response times on tracking spreadsheet
- Partner with the RCD and MCD regarding staffing pattern changes
- Assist RCD and BOM in maintaining attendance records by reporting call outs daily
- Respond timely to staff questions, concerns, and requests in a professional and courteous manner.
- Communicate regularly with appropriate department heads and staff to ensure transparency with staffing schedule.
- Type correspondence as needed.
- Post schedule changes timely in designated area for staff.
- Participate in after hours on call rotation including every other weekend
- Ability to support one open shift per day during weekend on call as an RSA, Medication Technician or Lead CNA.
- Assists new hires with floor shadowing and shift assignment training
- Proficient in Paylocity Scheduler, Outlook, Word and Excel
- Maintain flexibility of responsibilities and accepts other assignments as delegated.

Qualifications:

- Minimum of one year of scheduling experience in an assisted living or skilled nursing environment (Agency, Visiting Nurses and hospitals would be considered)
- Must have experience managing a schedule of 20+ staff members
- Must have experience of understanding staffing levels on the schedule
- Must exhibit professionalism and tact with all forms of communication inside and outside the community.
- Must be proficient with computers and software applications.
- Must possess excellent organizational skills and multitasking abilities with attention to detail and customer service.
- Must consistently demonstrate sound judgment and resourcefulness in day-to-day operations including interactions with associates, residents, families, professionals and guests.
- Must project a positive and professional image at all times and enjoy working with the senior population.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

If you are interested in applying or know someone to refer for the position, please e-mail resume to Brenda Mihon at bmihon@hallkeen.com