



## **JOB DESCRIPTION**

### **On-Call Scheduling Coordinator**

The On-Call Scheduling Coordinator is responsible to coordinate and maintain scheduling for MedServices Personnel clients and staff.

#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain and coordinate master client/employee schedule to fill shifts as needed
- Manage and maintain client schedule by filling open shifts, coordinating schedules to increase or decrease the amount of necessary staffing
- Manage and maintain employee schedules, including changing shifts/employees immediately to ensure clients are staffed appropriately
- Update and maintain system to reflect holidays, vacations, home visits, appointments and natural supports that will replace clients
- Communicate regularly with staff (Clinical, Operations Director) regarding staff assignments and issues
- Scheduler will assure all shifts are filled to meet client requirements
- Keep phone list updated, and current staff information updated in system
- Communicate on a daily basis with all schedulers and Operations Manager regarding open shifts to keep continuity of client care
- Ensure staff and clients are aware of schedules on a weekly basis
- Provide reports to supervisors when requested

#### **Requirements:**

- 2 degree required; 4 year degree preferred.
- Must have high speed internet at home to access our scheduling software.
- Must be able to excel in a fast-paced environment
- Previous experience working in scheduling required.
- At least one year of clinical experience preferred.
- Proficiency in computer applications.

#### **Competencies**

- Advanced Communication Skills
- Self-Motivation and Initiative required to fill open shifts
- Customer/Client Focused
- Ethical Conduct
- Flexibility
- Teamwork Orientation
- Multi-tasking

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

This is a work-from-home position. High speed internet is required to access our scheduling software. Company cell phone is provided. The employee's choice of work environment must have reliable cell phone coverage.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear, and type.

This position is sedentary in nature. Lifting requirements are less than five pounds. The employee will frequently talk on the phone and type on a computer to communicate and fill shifts.

**Position Type/Expected Hours of Work**

This position regularly requires long hours and frequent weekend work.

**AAP/EEO Statement**

MedServices Personnel Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**JOB DESCRIPTION ACKNOWLEDGEMENT/CERTIFICATION**

I certify that I can perform the essential functions of the On-Call Scheduling Coordinator position with or without reasonable accommodation(s). Please use this sheet of paper to list accommodation requests. My signature certifies my understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date \_\_\_\_\_