



Job Title:	Staff Scheduler/Training Coordinator	Job Category:	Administrative
Location:	15999 W. 12 Miles Road Southfield, MI 48076	Travel Required:	10%
Department:	Clinical	FLSA Type:	Non-Exempt
Reports to:	Housing Operations Director		

General Summary: The Staffing Scheduler/Training Coordinator is responsible to complete, coordinate and executive all scheduling requirements for the clinical staff working within Kadima homes to ensure the highest degree of quality care can always be provided to our clients. In addition, this position ensures all training requirements of the staff working within our homes are completed within the requirement standards.

Principal Duties and Responsibilities

- Responsible for developing, organizing, preparing, adjusting and coordinating all schedules for the residential department by scheduling all Direct Care Professionals to ensure publicly or contracted mandated staffing ratios are maintained on each work shift.
- Monitor overtime and make daily staffing adjustments according to staffing needs.
- Daily review of previous days’ time clock punches with schedules.
- Assist with coordinating interviews and interviewing schedules for open positions
- Organizing all new hire paperwork/folders to ensure all required paperwork is present including reference checks
- Coordination, communication and documentation to ensure all required trainings of staff members are complete within timeframe requirements
- Filing/organization of important documents
- Assume responsibility for timekeeping and time off requests.
- Generates, manages and updates schedule templates.
- Adjusts schedule templates according to staffing levels, PTO, unplanned and pre-planned leaves of absence to create the current schedule.
- Posts the current schedule for each scheduling period and provide to each location.
- Reviews staff schedule change requests and grants even trades resulting in no overtime.
- Updates current schedule to reflect actual hours worked, and unscheduled absences.
- Finds coverage for unscheduled absences and scheduling deficits.
- Reviews staff timecards and resolves discrepancies daily.
- Keeping meticulous attendance records and makes appropriate manager aware when threshold for progressive discipline has been reached.
- Communicating with Area Managers and House Managers regarding new hire orientation for newly hired employees and training scheduled for new hires.
- Run and account for all overtime hours each pay period
- May perform clerical duties as needed for management team
- Ability to work on weekends or holidays as needed

Knowledge, Skills, Abilities and Qualifications Required:

- Must have extreme organizational and problem-solving skills
- The ability to work within a team environment and see the big picture of staffing requirements
- Responsible, dependable self-motivator
- Accountable to achieve
- Independent workers
- Initiative skills
- Strong computer skills

Qualifications:

- Minimum High School diploma or equivalent.
- 2 years office administrative experience in a non-profit organization or long-term care facility is required.
- Prefer associate degree (A.A) or equivalent in business, human resources or related field

Working Conditions:

Accommodation(s):

As appropriate and fiscally reasonable.

Physical Requirements:

Auditory and Visual Skills

Ability to follow written and oral instructions and procedures

Environmental Conditions:

Office Setting

May drive on occasion to visit field Homes

This Company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying the position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.” The described job requirements are subject to change to reasonable accommodate qualified disabled individuals.

Approvals:

Employee Signature

Date

Supervisor Signature

Date

