



St. Francis Convent/Franciscan Shore – Job Posting

Position: Nursing Coordinator (Scheduler)

We are looking for an experienced Nursing Scheduler to join our Team! Our inclusive culture is ideal for someone who likes working as part of a team. We pride ourselves on a friendly, supportive work environment, helping each other provide our residents with a life filled with dignity, respect, and compassion.

We promote the Franciscan Values that are integral to the Mission of the Sisters of St. Francis of Assisi, namely, building a caring community, showing compassion, peacemaking and reverencing all creation.

Position Summary: Under the direction of the Director of Nursing, The Nursing Scheduler is responsible for supporting the Nursing Department by creating and maintaining the staffing schedule, ensuring that the department is adequately staffed, responsible for a broad range of administrative duties, including but not limited to filing, creating documents, reviewing and approving billing from outside vendors, and any other duties as outlined by the Director of Nursing.

Requirements:

Education and/or Experience: A High School Diploma or equivalent is required. Experience in a similar role is preferred, but three-six months of on-the-job training is acceptable. Experience working with older adults and caregiving experience is preferred. Must have taken the following CBRF Courses: First Aid and Choking, Standard Precautions and Fire Safety (can take these courses on-the-job). CNA experience is preferred.

Skills/Knowledge/Abilities:

- Must possess superior communication and organizational skills and be able to prioritize and work simultaneously on several projects.
 - Must be detailed oriented and be able to work in a fast-paced environment.
 - Ability to operate within a team atmosphere.
 - Judgement skills.
 - Requires to be available outside of business hours when needed to handle scheduling calls.
 - The ability to work effectively in a Microsoft Windows environment (Word, Excel, Outlook etc.)
 - A professional demeanor and the ability to retain confidential information is essential to this position.
- The successful Nursing Coordinator will be able to work on their own with minimal supervision as well as part of a team.

Details:

1st Shift, Hours 8:00 am – 4:30 pm

Pay Rate: \$19-22/hour