

SCHEDULER

DEPARTMENT: LIVINGSTON CAREGIVERS
REPORTS TO: DIRECTOR

POSITION SUMMARY:

This position assists in the assignment and quality of all care provided to clients of the Livingston CareGivers program.

DUTIES AND RESPONSIBILITIES

- Works with the Director/Office Manager in scheduling caregiver assignments.
- Ensures that non-scheduling matters are relayed to Director/Office Manager.
- Enters schedules into the computer and makes changes and substitutions as needed.
- Maintains caregiver availability information through regular contact with all caregivers and records this on scheduling document.
- Accepts and facilitates client referrals for care including completion of service inquiry (initial client information).
- Enters client information and care plan into database. Creates client electronic record.
- Provides education with regard to home care to clients as needed.
- Ensures accurate, appropriate and timely completion of all documentation.
- Performs office support duties including answering telephone, documenting phone messages, greeting/receiving clients and vendors, preparing documents, computer use, sending faxes and receiving faxes.
- Maintains a positive and respectful professional attitude.
- Shares "on-call" duties regularly.
- Perform other related duties as assigned.

SCHEDULER**QUALIFICATIONS AND EDUCATION:**

High school diploma with additional experience in business or health care related field.

Bilingual/Spanish speaking and comprehension required.

Exceptional interpersonal, verbal and written communication skills.

A sense of excellence in all tasks and an ability to prioritize daily responsibilities.

PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the physical demands of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment.

Physical: primary functions require sufficient physical ability and mobility to work in an office setting.

- Must be able to learn and comprehend basic instructions and orientation to the job.
- Must have strong attention to detail and ability to independently problem solve with interruptions.
- Must be able to communicate clearly and exchange information with other staff and the public.
- Must be able to work frequently with interruptions.
- Must have the ability to understand the meanings of words and respond effectively and be proficient in speaking, writing and reading English.
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly or quickly.
- Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard frequently.
- Must be able to work alone frequently.
- Must be able to work frequently with VDTs/computers.
- Must be able to sit frequently.
- Must be able to stand occasionally.
- Must be able to stoop, bend, reach, twist, crouch, and kneel occasionally.
- Must be able to lift an object up to 11-24 lbs. raising or lowering it from one level to another occasionally.

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- Must be able to transport an object up to 10 lbs. usually holding it in the hands or arms for 100 ft. occasionally.
- Must be able to level lift an object up to 10 lbs. occasionally.
- Must be able to lift overhead an object up to 11-24 lbs. occasionally.
- Must be able to push/pull an object up to 11-24 lbs. occasionally
- Must be able to drive auto equipment occasionally.
- Must be able to work irregular shifts (shifts not between 8:00 a.m. and 5:00 p.m.) occasionally.
- Must be able to maintain body equilibrium to prevent falling when walking, standing and crouching.
- Must be able to constantly work in a fast pace office with frequent interruptions and meeting deadlines.
- Must be able to see in the normal visual range with or without correction doing close eye work.
- Must be able to hear in the normal audio range with or without correction.
- Hands – repetitive motion frequently.
- Hands – fine manipulation occasionally.
- Hands – gross manipulation occasionally.
- Grasping: Right – simple grasp frequently
Left – simple grasp frequently

Simple grasp = under 50 lbs.

Firm grasp = over 50 lbs.

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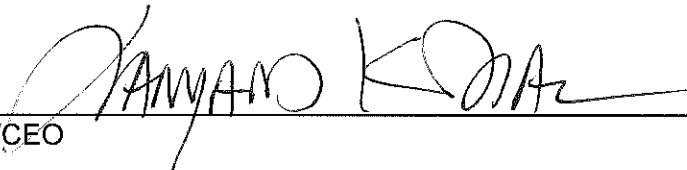
STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization's compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.



President/CEO

12/5/16

Date

Director

Date

Employee Signature

Date