



## JOB DESCRIPTION:

### Part Time Scheduler-Recruiter

<b>Job Title:</b>	Scheduler – Recruiter	<b>FLSA Status:</b>	Part time, Hourly
<b>Department:</b>	Administration	<b>Reports To:</b>	Care Coordinator
<b>Prepared By:</b>	Human Resources	<b>Supervises:</b>	Caregivers
<b>Prepared Date:</b>	September 17, 2017	<b>Approved By:</b>	Owner
<b>Job Description#</b>	CAS-0001	<b>In Absence, Job Performed By:</b>	Care Coordinator

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## JOB SUMMARY:

This position is responsible for assisting the care coordinator with scheduling, recruiting, and orientating the caregiver staff. This individual will also be involved with clients, originating service plans, scheduling and supervising care.

This position's hours will range between 15 – 20 hours per week. This may be modified to meet applicant's availability.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities.

## RESPONSIBILITIES INCLUDE:

- Adheres to established FirstLight Home Care policies and procedures. Provides client piece of mind.
- Scheduling of cases, which includes utilizing strong problem solving and sound judgment skills, matching caregiver qualifications and availability with client's needs
- Assist in the recruiting and hiring process for caregivers including processing applications, background screening, testing, interviewing, and reference validation
- Assist with training and orientation of caregivers in accordance with policies and procedures

## QUALIFICATIONS:

- Experience in home care or knowledge of the healthcare industry preferred
- Prior scheduling experience preferred
- Must possess a sympathetic attitude toward the care of the sick and elderly
- Must be a self-starter, motivated and resourceful
- Maturity and ability to deal effectively with the demands of the job
- Must possess and demonstrate excellent communication and organizational skills
- Must perform and manage multiple responsibilities concurrently and work well under pressure
- Possess resources needed for responsibilities such as laptop, tablet and/or phone
- Able to work at least two weekends as needed

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**JOB RELATIONSHIP:**

Supervised by: Care Manager

**LIFTING REQUIREMENTS:**

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity
- Ability to work for extended period of time while standing and being involved in physical activity
- Must be able to lift 25 lbs.
- Ability to do extensive bending, lifting and standing on a regular basis.

I have read the above job description and fully understand the conditions set forth therein, and if employed as a Coordinator, Administrative Services, I will perform these duties to the best of my knowledge and ability.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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