

## **JOB DESCRIPTION**

### **Home Care Scheduler**

#### **JOB SUMMARY:**

The Home Care Scheduler is responsible to coordinate and maintain scheduling for FirstLight HomeCare clients and staff.

#### **QUALIFICATIONS:**

1. H.S. Diploma or GED.
2. Prior scheduling experience preferred.
3. Computer skills including but not limited to MS Office, MS Excel and Scheduling program.
4. Basic medical terminology.
5. Interpersonal, organizational and communication skills.
6. Ability to carry out directions, read and write.
7. Maturity and ability to deal effectively with the demands of the job.

#### **RESPONSIBILITIES:**

1. Understands and adheres to established FirstLight HomeCare policies and procedures.
2. Creates and maintains staff schedules.
3. Provides staffing for sick leave, vacation, long term leave.
4. Schedules client appointments/visits according to care plans and staff availability.
5. Enters scheduling data, creates schedules.
6. Contacts care providers and clients regarding day-to-day changes.
7. Discerns client services required as outlined in agreements, urgent requests and care plans.
8. Enters staff and client information into database.
9. Maintains staff and client database (e.g. CQA, dates and reminders of TB, client admission, client hospital admission and discharge).
10. Maintains staff and client statistics, and reports.
11. Maintains call – in and retention report.
12. Performs general office duties including but not limited to word processing, photocopies, files, shreds, sort/distributes mail, provides reception and telephone services.

#### **WORKING ENVIRONMENT:**

Works indoors in FirstLight HomeCare office.

#### **JOB RELATIONSHIPS:**

1. Supervised by: Care Coordinator and Administrator

RISK EXPOSURE:

Low risk

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 sitting, standing and/or being involved in physical activity.
- Moderate lifting.
- Ability to do moderate 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 Home Care Scheduler, I will perform these duties to the best of my knowledge and ability.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature