

From setting client appointments to maintaining care plan needs **this is scheduling.**

Are you motivated, dedicated and dependable? Do you love to go above and beyond to help others?

At FirstLight® Home Care, we're dedicated to hiring people who have a passion for excellence. We are looking for individuals who believe in fostering teamwork and collaboration and who have a heart for helping us grow and succeed so that we can provide exceptional care and compassion to our clients everyday. We're currently searching for a Scheduler who is committed to making a difference in the lives of others.

When we find these amazing professionals, we believe in taking really good care of them because individuals who believe in the FirstLight Culture of Care – our commitment to service excellence, personal growth and accountability – will help us improve the lives of our clients and their families.

Scheduler responsibilities include:

- Effectively establish a rapport with caregivers and clients
- Create and maintain caregiver schedules and database
- Schedule client appointments/visits according to care plans and caregiver availability
- Contact care providers and clients regarding day-to-day changes
- Manage client services as outlined in agreements and care plans
- Take initiative and determine actions to meet goals

The ideal candidate will have:

- High school diploma or general education degree (GED)
- One to three years of related scheduling experience and/or training; or equivalent combination of education and experience
- Working knowledge of basic medical terminology
- Proficiency with Microsoft Suite and scheduling software
- Strong interpersonal and communication skills to create and nurture long-lasting relationships
- Ability to effectively manage the demands of the job

FirstLight offers:

- Competitive pay and comprehensive paid training
- Rewards and recognition programs
- Culture of Care environment
- Exceptional support team

FirstLight Home Care is a leading provider of non-medical home care services, helping individuals achieve the quality of life they deserve. We are a lifeline and peace of mind not only for seniors, but for people recovering from illness, injury or surgery; adults with disabilities; new and busy mothers; veterans; and anyone over the age of 18 who needs extra assistance.



NOW HIRING Scheduler

We are listeners, problem solvers, encouragement, advocates, joy, independence, team players { caregivers }.

