



## POSITION DESCRIPTION FOR SCHEDULER

<b>Job Title:</b>	<b>Scheduler</b>
<b>Department:</b>	<b>Admin</b>
<b>Reports To:</b>	<b>Office Manager</b>

### POSITION SUMMARY:

The Scheduler ensures all visits are staffed for the appropriate disciplines in a timely manner and that all schedule changes are recorded and communicated effectively.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Staffs all new referrals to the appropriate clinician based upon location of the patient and skill of the clinician

Assists with changes in staff schedules and reassigns patients appropriately

Communicates patient information to appropriate staff as needed

Assigns all disciplines and clinicians in clinical point of care system

Maintains on call coverage schedule

Provides assistance to other administrative roles as needed, including the receptionist and the administrative assistant

Notifies billing of non-medicare insurance patients and their schedules as needed

Schedules supervisory visits for CNAs, LPNs, COTAs, and PTAs

Assists with scheduling of Re-assessments for SLPs, OTs, and PTs

Assists with all other duties as assigned

### POSITION QUALIFICATIONS

Understands basic Home Health Regulations as they relate to Homecare.

Exercises good communication skills in working with employees and agency contacts.

Demonstrates use of basic office equipment: computer/laptop, copy machine, and fax machine.  
Capacity to learn and effectively utilize software used by Angels at Home Healthcare.



Manages a work schedule in accordance with company attendance and reporting policies.

Maintains access to reliable vehicle.

**KEY COMPETENCIES:**

- Organizational Skills
- Interpersonal and Communication Skills
- Decision-Making Skills
- Office Administration Skills
- Detailed Oriented
- Ability to Multi-task
- Self-Motivation and Teamwork
- Computer Literacy

**CERTIFICATES, LICENSES, AND REGISTRATIONS**

Valid State Driver's license and proper automobile insurance coverage

**EDUCATION AND EXPERIENCE**

High school diploma or equivalent required

Previous experience in Home Health Care or the medical industry is desired.

Previous administrative or clerical experience is desired.

**PHYSICAL DEMANDS** *(Reasonable accommodations may be made to assist individuals with disabilities)*

Employee frequently lifts or move objects weighing up to 50 pounds. Must be able to walk, sit, stand, lift, bend and reach with hands and arms.

Employee may spend long periods of time on the phone or viewing a computer screen.