SOCIETY’S ASSETS, INC. **Rev. 10/05, 2/07, 4/09,**

**HC JOB DESCRIPTION 1.3 2/10, 7/13, 4/15**

**HOME CARE SCHEDULER – HOURLY**

**Job Summary:** The Home Care Scheduler is responsible for implementing and assisting the Home Care Program with the assignments, scheduling and screening of Home Care Aides/PCW’s. Also, general office duties are required, such as answer phones, filing, making copies, etc.

**Qualifications:**  A high school diploma plus two or more years experience in home care or related field. Excellent verbal communication skills. Good written communication skills. Must have excellent computer skills with attention to detail. Previous home care and scheduling experience preferred.

**Essential Responsibilities:**

1. Finding replacements for aides that call in sick.
2. Staffing cases when aides go on sick leave or vacation.
3. Staffing new cases.
4. Participating in after hours, on-call scheduling and handling of emergency call-ins (may include filling in as an aide/PCW in emergency situations).
5. Home Health/Bowel Program Scheduling (if applicable).
6. Writing aide assignment sheets and copies of care plans to assigned aides.
7. Developing and keeping aides’ and consumers’ daily schedules up to date.
8. Developing and keeping aide pool up to date (availability).
9. Orientation (time sheets, agency policy, etc.) of Home Care Aides (if applicable).
10. Assist with aide and consumer training sessions as needed.
11. Report all changes in consumer hours, conditions, and problems with Home Care Aides to coordinators/director.
12. Assist in keeping the Aides’ files up to date as needed.

13. All other duties/tasks as related to scheduling.

**Non essential duties:**

1. Participates as a member of an inter-agency committee.
2. Performs phone receptionist duties.
3. Performs general office duties.
4. Encouraged to attend functions and job related activities for Society’s Assets.
5. Other duties as requested.

**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to transport self into office. Must be able to lift at least 15lbs. (for transporting books, lap-top computers, etc. for on-call responsibilities).

**Emotional Demands:** Must be able to handle high level of stress. Must have ability to remain calm and collective in difficult/stressful situations. Must have high level of “commonsense” skills and remain pleasant at all times. Must be able to think clearly and make quick decisions. Must project excellent “customer service” skills and abilities (friendly, approachable, welcoming, caring, etc.).

**Accountability:**

The Home Care Scheduler is directly accountable to the Home Care Human Resources Manager.

**Job Description Review:**

I have read and understand the job description for Home Care Scheduler.

## Signature Date