

# MASONIC VILLAGE

## POSITION DESCRIPTION

Position Title: Admin Asst/Scheduler FLSA Status: N

Department: Nursing

Supervisor Title: DON

**I. POSITION OBJECTIVE**

Provides comprehensive and diversified administrative support services in a professional and organized manner with an emphasis on scheduling functions, from daily scheduling to cyclical scheduling, timekeeping and payroll.

**II. ORGANIZATIONAL COMPETENCIES**

**Serving Others**

* Listens to their customers to identify and clarify their needs.
* Works with leadership and co-workers to develop workable solutions that best fit the needs/wants presented by the customer.
* Maintains a beneficial working relationships with all of our customers through continued communication.
* \*Customer is defined as resident, families, co-workers and vendors.

**Teamwork**

* Exhibits teamwork through the ability and willingness to work and communicate with the members of the organization in achieving Masonic Villages’ goals.
* Provides support and resources to assist in the success of the team and how it interacts with other teams within the organization.
* Provides timely, constructive, and respectful feedback to the team and team goal(s).
* Assists co-workers in the completion of tasks.

**Trust and Respect**

* Exhibits actions and behaviors that are respectful toward creating an environment where all individuals are treated with compassion, dignity, and honesty.
* Relationships are built on treating others as we want ourselves to be treated. Exhibits an understanding and acceptance of cultural differences.
* Respect for co-workers in timely attendance, active engagement at meetings and following through on the completion of job duties or assignments.

**Personal Accountability**

* Engaged in the success of the organization through commitment to Masonic Villages Mission, Vision, and Values. Personally adheres to the Personnel Policy Handbook and the Code of Conduct of the Masonic Villages.
* Assists co-workers and others in following the established employment guidelines and policies of the Masonic Village.

**Personal Responsibility**

* Takes ownership of his/her actions and words.
* Models behavior that results in thoughtful decision making, critical thinking, and problem solving.
* Successfully completes assigned tasks and job duties, and if needed, requests guidance/assistance for tasks and job duties from leadership and co-workers.
* Willingly assists co-workers as they learn new tasks and job duties and will assist with the completion of a job or task that requires more than one person for completion.
* Is punctual to begin work at the designated start time of each shift and leaves work at the designated end time of each shift.
* Understands that consistent work attendance is required and avoids excessive absenteeism. Will follow Masonic Villages and/or departmental guidelines for attendance.

**III. ESSENTIAL FUNCTIONS/PROFESSIONAL COMPETENCIES**

1. Provides professional Administrative support to the DON and ADON with additional administrative support during the annual DOH survey process.
2. Coordinate and develop time schedules using guidelines in place to provide optimum staffing based on regulations and approved budget. Maintain master staffing through Scheduling Software. Coordinate staffing needs at special times such as seminars, Competency Fairs, in-service days, etc.
3. Review Nursing Department payroll and time in Kronos. Enter scheduled time off, compensatory time used for call offs and missed punches. Make necessary adjustments. Delete call offs, make staffing changes between neighborhoods. Consult with DON/ADON/Nurse Managers regarding staffing situations.
4. Demonstrates ability to develop and maintain accurate records for scheduling and payroll processing and data collection using standard office software. Collaborates with staff and others to produce results of tracking in an accurate and time-sensitive manner.
5. Provide ongoing assistance to employees relative to their schedules. Make daily scheduling adjustments due to employee illnesses and absenteeism. Monitor staffing as it relates to resident census and daily needs. Make calls or talk with nursing personnel when there are staffing shortages according to Kronos guidelines.
6. Assists with taking call offs and follow through with notifying the Nurse Managers of the appropriate neighborhoods.
7. Maintains current files on all nursing employees to include assuring all licenses are current and entry of all nursing staff license entry into Workday and create and process Activity and Change Forms
8. Promptly reports to work on assigned shifts according to posted schedule or special requests. Communicates according to policy when an absence/tardiness occurs. Occasionally varies schedule to be accessible to all shifts.

**IV. KNOWLEDGE / EXPERIENCE REQUIREMENTS**

1. High School graduate or equivalent.
2. Ability to type 55 wpm accurately and operate a personal computer required. Ability to operate a typewriter and photocopier required.
3. Organizational ability and clerical experience required. Business courses or background preferred.
4. Current knowledge of office software, i.e., Microsoft Word and Excel preferred.

**VI. PHYSICAL JOB REQUIREMENTS**

**See Physical Job Requirements Checklist**

**VII. APPROVALS FOR POSITION DESCRIPTION**

Name (Please Print) Signature

Title Date

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*