

## CCAR INDUSTRIES

### JOB DESCRIPTION

**JOB TITLE:** Scheduling Coordinator

**DEPARTMENT:** 24-Hour Residential Services

**FLSA STATUS:** Non-Exempt

#### **GENERAL SUMMARY:**

This position reports directly to the Program Director of Residential Services. This position is responsible for providing support to the Program Director of Residential Services in managing the personnel function for CCAR's 24-Hour Residential homes. He/She will have the primary responsibility for scheduling direct support persons for work shifts and training.

#### **DUTIES AND RESPONSIBILITIES:**

1. Schedule direct support persons to meet the staffing needs of the 24-hour homes including any DHS, BQM, BALC, and/or medication administration staffing coverage. This will include locating substitutes when scheduled staff are unexpectedly absent and arranging for special staff assignments such as resident transportation or 1:1 staff coverage.
2. Work with direct support persons to determine availability and shift assignments.
3. Follow federal and state wage and hour regulations when making scheduling decisions.
4. Have monthly work schedules for scheduled staff available in MITC by the 25<sup>th</sup> of each month.
5. Maintain a hard copy of all house schedules for future reference making sure all last minute changes are recorded.
6. Provide orientation to new direct support persons regarding scheduling process, requesting time-off, payroll procedures, and training requirements.
7. Review direct support persons payroll documents against work schedule, assuring that all accurately reflect time worked and are accounted for prior to submitting to the Business Office for processing. Check for call records on MITC each day, approve or reject and approve/reject DSP time cards every two weeks.
8. Complete At-Home Day Program Attendance and submit it to the Business office for processing.
9. Distribute DSP paychecks on payday beginning at 8:00am.

10. Maintain and distribute a current DSP roster and telephone list.
11. Assist the Program Director of Residential Services in maintaining personnel data necessary to support the 24-hour residential personnel function.
12. Participate in training sessions and in-services to continue to upgrade job skills as necessary to accomplish the requirements of this job.
13. Maintain certification of CPI, CPR, and First-Aid, and train to be an instructor to facilitate one or more of them.
14. Adhere to agency policies and procedures.
15. Distribute updated weekly schedules to residential homes prior to weekend.
16. Carry a pager and be part of an 8 person pager rotation.
17. Teach DSP's the importance of being on time, compliance with supervisor's directives, job completion, and staying on task.
18. Maintain DSP attendance points spreadsheet and distribute to House Manager, Director of Residential and Assistant Executive Director at the beginning of each work week.
19. Maintain the emergency information book for each DSP, as well as Attendance/Scheduling Information sheets.
20. Present self as a role model to DSP's.
21. Prepare the medication passer sheet for each weekend and distributes to the CILA homes by way of the House Managers.
22. Work with nurses to arrange check off of medication passing for staff at the CILAs.
23. Maintain the staff phone list and distributes it to appropriate personnel.
24. Work with guardians and consumers to determine holiday plans so that houses will be staffed appropriately.
25. Plan and staff weekly and bi-annual outings for consumers that are apart from regularly scheduled weekly outings.
26. Perform other related duties as required to and/or assigned.

**WORK BEHAVIOR RESPONSIBILITIES:**

1. Establish a rapport and maintain regular ongoing contact with individuals assigned to work

in the residential homes.

2. Present a positive image of CCAR Industries at all times.
3. Demonstrate teamwork philosophy by working cooperatively with others within and outside of the department.
4. Communicates in a clear and concise manner, while also demonstrating receptivity through active listening.
5. Continuously seeks opportunities for improvement and suggests ways in which procedures/systems may be modified to accomplish tasks/goals efficiently and effectively.
6. Identifies and performs work which has not been specifically assigned, as needed.
7. Keep a current Illinois Driver's License and have the ability to safely operate agency vehicles.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

1. Ability to sit for extended periods of time.
2. Ability to use the hands and arms to reach for objects.
3. Ability to pick up objects with fingers, regularly.
4. Capable of standing on his or her feet for continuous periods of time as job requires.
5. Capable of walking considerable distances when necessary.
6. Capable of raising or lowering objects from one level to another up to 15 lbs.
7. Capable of exerting force up to 60 lbs. by pushing or pulling when necessary.
8. Ability to carry objects up to 15 lbs. with hands or on shoulders when necessary.
9. Ability to bend forward by bending at the waist, legs or on shoulders when necessary.
10. Ability to operate vehicle for business destinations and must have a valid driver's license.
11. Vision at 20 feet or more, with or without corrective lenses.
12. Ability to communicate ideas by the spoken word.
13. Ability to comprehend the language or the nature of sounds in the air.

#### **ESSENTIAL MENTAL REQUIREMENTS:**

1. Ability to learn and comprehend basic instructions to the job.
2. Ability to coordinate eyes, hands, and fingers rapidly and accurately.
3. Ability to coordinate eyes, hands, and feet in response to visual stimuli.
4. Ability to understand the meanings of words and respond effectively.
5. Ability to perform basic arithmetic accurately and quickly.

#### **WORKPLACE ENVIRONMENTAL CONDITIONS:**

Employee works in normal office setting. Employee could be exposed to the hazards and potential

injuries of the road.

**IMMEDIATE SUPERVISOR:**      Program Director of Residential Services

**QUALIFICATIONS:**

Minimum of High School education. BA preferred. Excellent interpersonal and organizational skills required. Computer literacy required.

**EMPLOYEE ACKNOWLEDGMENT:**

I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements and working conditions of the job.

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**Employee Signature**

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**Date**

**Revised: 01/2019**