

Grace Health  
**Clinical Staffing Coordinator Job Description**

**JOB TITLE:** Clinical Staffing Coordinator

**BASIC JOB PURPOSE:** Maintains clinical staffing schedules, PTOs and other duties as assigned.

**SUPERVISION RECEIVED:** Reports to Manager of Clinical Services

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** Work may require sitting or walking for long periods of time; also stooping, bending and stretching for files and supplies. Occasionally lifting files or paper weighing up to 30 pounds. Requires manual dexterity sufficient to operate a keyboard, operate a calculator, telephone, copier and other such office equipment as necessary. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contacts. It is necessary to view and type on computer screens for long periods of time and to work in an environment which can be stressful.

**TYPICAL WORKING CONDITIONS:** Work is performed in an office setting. Involves frequent contact with staff and patients. Work may be stressful at times. Interaction with others is constant and interruptive. Exposure to communicable diseases.

**EXAMPLES OF DUTIES:** (This list may not be all inclusive.)

1. Determines appropriate clinical staffing levels based on need, ability and number of providers.
2. Works with management in development and management of scheduling-related data and statistical reports.
3. Completes CSS staffing schedule template with provider schedules each month (in Excel on SharePoint).
  - a. Updates CSS schedule (in Excel on SharePoint) with changes in provider schedule.
4. Communicates schedule changes to clinical staff/management.
5. Is available in the neighborhood as a resource to help with clinical staff questions or needs.
6. Monitors provider productivity report.
7. Attends daily huddles.
8. Monitors patient flow and communicates as needed.
9. Performs multiple rounds throughout the day to assess patient flow and needs.
10. Helps problem solve issue brought forward from Neighborhood clinical staff.
11. Approves and denies PTO requests based on staffing needs.
12. Although each position has its own unique duties and responsibilities, please refer to the policy on Job Descriptions for details that apply to every position.

**PERFORMANCE REQUIREMENTS**

*Knowledge, Skills and Abilities:*

- Knowledge of organizational policies, procedures, and systems.
- Knowledge of business office procedures.
- Knowledge of grammar, spelling, and punctuation to record patient information.
- Basic knowledge of medical terminology.
- Skill in operating a computer and copier.
- Skill in greeting patients and answering the telephone in a pleasant and helpful manner.

- Ability to speak clearly and concisely.
- Ability to read, understand, and follow oral and written instructions.
- Ability to sort and file materials correctly by alphabetic or numeric systems.
- Ability to establish and maintain working relationships with patients, employees, and the public.

*Education:* High school graduate or GED

*Experience:* Two years' work experience preferred in a medical organization.

*Certificate/License:* None

**ACCOMMODATION:** Grace Health has the right to modify the duties and functions of the job description based on the needs of the organization.

**JOB DESCRIPTION REVIEW:** This job description will be reviewed and updated, if necessary, during the employee's annual review.

**FLSA:** Not an exempt position.

My job description has been explained to me by my supervisor, and I understand the contents. I have received a copy of my job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)