

NORTHWELL HEALTH

HUNTINGTON

JOB DESCRIPTION

JOB TITLE : STAFFING ASSISTANT

DEPARTMENT : NURSING ADMINISTRATION 1.0FTE 8AM-4PM
Includes Every Other Weekend & Holiday
Position#100917139 Req ID 40808

REPORTS TO : Supervisor of Administrative Support

POSITION SUMMARY	Schedules staffing for the Nursing units in collaboration with Nursing Administration. Such responsibilities to include data management, data entry and communications between Nursing units, Payroll, Quality Management and outside agencies.
RESPONSIBILITIES	<p>* 1. Prepares staff schedules for all Nursing units.</p> <ul style="list-style-type: none">• Creates schedule for assigned areas; projects staffing needs based on establishing staffing patterns and policies.• Collects all schedules prior to submission to Payroll.• Procures agency staff for patient care areas in coordination with Nursing.• Takes telephone messages, reports and documents requests and alerts appropriate management to problems or questions regarding scheduling. <p>* 2. Provides Data Management.</p> <ul style="list-style-type: none">• Maintains necessary information on agency personnel.• Initiates requisitions process including new hires, shift changes, transfers, terminations, etc.• Assures timely notification of staff of pending renewal dates for license, certification and other credentials.• Maintains accurate and current information regarding personnel in department computer system for selected areas.• Generates reports and retrieves information from system. <p>3. Performs related duties, as required.</p> <p>*ADA Essential Functions</p>
REQUIRED EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none">• High School Diploma or equivalent, required. Associates Degree, preferred.• Minimum of three (3) years computer-related or data entry experience, required.• Familiarity with the KRONOS System, preferred.

Department Head Signature

Date

Human Resources Signature

Date