

# NORTHWELL HEALTH

## HUNTINGTON

### JOB DESCRIPTION

**JOB TITLE** : STAFFING ASSISTANT

**DEPARTMENT** : NURSING ADMINISTRATION 0.6FTE 9AM-5PM  
**Includes Every Other Weekend & Holiday**  
**Position#10063975 Req ID 41689**

**REPORTS TO** : Supervisor of Administrative Support

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

Department Head Signature

Date

**Human Resources Signature**

**Date**