



Job Code: 7863
Grade: 14-
S73HTC
HCWR: N

Job Title
Staffing Coordinator - Stroger

Department
Nursing

Job Summary

The Staffing Coordinator is responsible for planning, organizing, and evaluating the individual staffing needs of each Patient Care unit across Cook County Health (CCH). The Staffing Coordinator will support the established staffing and scheduling patterns, to ensure optimum staffing within budgeted levels, which promotes quality and consistency of nursing resources. Must relate a professional, courteous manner and have good verbal and written communication skills.

Typical Duties

- In collaboration with the Nurse Managers, will help develop monthly staff and commercial agency schedules to ensure optimum staffing in all units per union contractual agreements
- Utilizes and maintains staffing scheduling software/programs to schedule shifts, monitor staffing levels, input related data, monitor and run periodic analytic staffing related reports.
- Monitors staffing needs and project future staffing levels making sure that staff is available where needed
- Identifies modifications necessary to reflect staffing patterns, census, patient needs, and to meet the changing health care needs
- Determines priority of work as assigned and completes assignment by intended target date - Coordinates vacations and time-off requests with the Nurse Manager to ensure optimal staffing levels.
- Maintains a current listing of employee contact numbers
- Maintains a quality float pool staff for utilization in all units
- Notifies Administrative Assistant V, Nurse Manager, Manager of Nursing Operations and/or the Director of Nursing of short staffing situations; contact replacement personnel, Commercial Agency, In-House Registry, and/or Overtime and modify schedule when required.
- Maintain records of employees who miss shifts; (regular or overtime) - Provides monthly reports.
- Provides monthly reports for the hours and division/unit for Commercial Agency, In-house and Overtime
- Acts as a liaison between Commercial Registry and Stroger for staffing purposes
- Reconciles agency invoices with actual time worked.
- Attends mandatory in-services
- Upholds CCH mission, goals and objectives.
- Possess proficient computer skills
- Maintains confidential nature of work and acts according
- Performs other duties, within realm of competency as assigned
- The duties listed are not set forth for purposes of limiting the assignment or work. They are not to be constructed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.



Minimum Qualifications

- Associate Arts Degree or High School Diploma or GED with a minimum of two (2) years of staff scheduling experience
- Proficient in Microsoft Excel and Microsoft Word
- Experienced in developing and maintaining spreadsheets
- Must type at least 25 wpm

Preferred Qualifications

- Associate Arts Degree
- Two (2) years of experience creating and/or modifying complex staffing schedules
- One (1) to two (2) years of experience in health facilities staffing or equivalent
- Proficiency in other computer applications
- Excellent customer service and telephone skills
- Ability to prioritize and meet deadlines
- Ability to work independently
- Ability to multi-task
- Ability to learn quickly
- Must be well organized and detail oriented
- Must possess a professional and courteous manner

Knowledge, Skills, Abilities and Other Characteristics

- Possesses good communication skills and good knowledge of health care policies, procedures, and protocols
- Must show initiative and follow proper lines of authority
- Must be able to listen, plan and problem solve to accomplish functions as appropriate to the position
- Proficiency in the English language, excellent interpersonal skills
- Demonstrates accountability and collaborative practice with coworkers, other disciplines, and departments

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.