



Marc Center of Mesa  
JOB REQUISITION

## **BHS WEEKEND STAFFING SCHEDULER**

**Site: 924 BHS Admin**

**Wage: \$12.50ph**

**Schedule: Need Flexibility  
Will Carry Company Cell Phone**

**Saturday and Sunday**

**Driving Required: Yes**

**Open Until Filled**

**Major Functions:** Coordinate, supervise and ensure a consistent and quality coverage pool in accordance with agency's mission statement, with an emphasis on maintaining the orderly functioning of services through the implementation of current procedures and applicable standards and regulations. Assist with the maintenance of a quality program which promotes person-centered planning and active treatment.

**ESSENTIAL FUNCTIONS:** Maintain and supervise a coverage pool of staff to meet the staffing needs of the department to cover vacancies and/or scheduled and unscheduled leaves of absences in an efficient and cost-effective manner.

Adhere to HIPAA requirements and current training requirements. Must communicate both verbal and written in a positive manner, show respect and preserve dignity with diverse personalities.

Responsible for staff payroll, staff development, documentation, general record keeping, discipline of staff, and staff performance evals, attend all meetings that are required.

**SKILLS:** Ability to utilize basic math skills, develop and/or revise coverage/scheduling system.

**QUALIFICATIONS & EXPERIENCE:**

1. Any combination of training, education, and experience equal to HS diploma or GED and one year experience in the field of Human Services.
2. Two years proven supervisory experience
3. Three good work references
4. Pass pre-employment background check and pre-employment drug screen
5. Good 39 month Motor Vehicle Report

Date Requested: 07/06/2010  
EEO/AA

Date Filled: