

## JOB OPPORTUNITY

### STAFFING SECRETARY

**Posted from:** July 8, 2009

**Posted to:** July 15, 2009

**Job Title:** Staff Secretary  
1<sup>ST</sup> Floor/Staffing Office

**Status:** 1 Part Time/Hrly  
Afternoon Shift  
Non-Union  
Weekends/Days

**Location/Department:** Botsford Continuing Care Corporation Health Center/  
Nursing Department

- Minimum Job Requirements:**
- 1) HS Graduate or GED.
  - 2) Preferred computer knowledge of MS Word and Excel programs. With Kronos and One Staff program knowledge preferred.
  - 3) Six to twelve months of work experience with staffing schedules, plans and requirements; knowledgeable with staffing policies and payroll requirements.
  - 4) The job requires the quantitative and interpersonal skills necessary to balance staffing requirements, patient census, daily changes and available resources into an efficient staffing plan.

**General summary of duties and responsibilities:** Under general supervision and according to established policies and procedures, prepares and maintains staffing schedules for nursing units and updates hours worked daily for payroll purposes. Contact Nurses and CNAs to work in order to complete staffing and maintain related records.

**Reports to:** Executive Director of Support Services

**Direct Inquiries to:** Human Resources, BCCC  
Attention: Lawrence K. Perkins  
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Fax: 248/471-4296

***IF INTERESTED, COMPLETE TRANSFER FORM IN HUMAN RESOURCES BEFORE POSTING PERIOD CLOSES.***

