

JOB OPPORTUNITY

STAFFING SECRETARY

Posted from: March 30, 2010

Posted to: April 7, 2010

Job Title: Staff Secretary
1ST Floor/Staffing Office

Status: 1 Full Time/Hrly
Day Shift
Non-Union
Some Weekends

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
Telephone: 248/426-6963
Fax: 248/471-4296

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

