



# CAREmasters

## **STAFFING COORDINATOR / RECRUITER**

*“Creating the perfect team” matching clients and their needs with caregiver skills and personality.*

**CAREmasters** homehealth LLC is a private duty home health agency supporting Sarasota, Charlotte and adjacent Counties with medical and non-medical services. Our nurses and caregivers provide in-home support services, ensuring comfort, safety, and health care. In addition CAREmasters operates as a staffing agency, serving local hospitals, rehabilitation facilities, nursing homes and assisted living facilities with temporary healthcare professionals.

CAREmasters is looking for a **Staffing Coordinator** to match and schedule our client’s service requirements with skills, personality and availability of our nurses and caregivers. The **Staffing Coordinator** holds a key position. During the daily contacts he represents CAREmasters to its clients and employees, having a huge impact on development of client relations and caregiver contentedness. Besides being accurate and efficient the position requires excellent communication skills, problem solving talent and the ability to negotiate compromises. A positive attitude, friendliness, a potential for flexible working hours, being comfortable committing to deadlines and working under pressure makes a candidate ideal for this position. The **Staffing Coordinator** will be **strongly involved in the recruiting and HR process**. This includes contacting new talents, setting up appointments, completing paperwork and checking credentials for new caregivers and nurses. The **Staffing Coordinator** will be part of the CAREmasters 24/7 hour **ON-CALL** availability in a 3-4 week rotation cycle.

CAREmasters applies the home care software MatrixCare to master the client / caregiver scheduling and administration challenge. Expert computer skills are a must, so is past experience with scheduling using scheduling software. The CAREmasters **Staffing Coordinator** will participate in an education program to become professional with his tool to contribute to CAREmasters overall success and positive development. The following abilities are essential:

- Staff Coordination/Scheduling experience
- Healthcare experience
- HR/Recruiting experience
- High level of social skills
- Expert computer skills including MS Office
- Flexible schedule
- Work extended hours



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We, at CAREmasters, believe that our employees are our greatest and most cherished assets and we strive to be THE employer of choice in our community. CAREmasters homehealth LLC is an equal opportunity employer. Come and join our excellent health care team of professionals. **The compensation is attractive**. Please send your resume to [dennis@caremastershomehealth.com](mailto:dennis@caremastershomehealth.com) or call Dennis in the office at **941-960-1856** For more information please visit our website: **www.caremastershomehealth.com**

Job Type: Full-time

Job Location: Sarasota, FL

Required education: High school or equivalent

Required experience: Healthcare Industry 1 year; Staffing/Recruiting: 1 year

Required language: English, Spanish in addition not mandatory but beneficial

Required license or certification: CNA - not mandatory, but beneficial

- Are you in **Sarasota, FL**?
- Have you completed the following level of education: **High school or equivalent**?
- How many years of **Healthcare Industry** experience do you have?
- How many years of **Staffing/Recruiting** experience do you have?
- Do you speak **English, Spanish in addition not mandatory but beneficial**
- Do you have the following license or certification: **CNA - not mandatory, but beneficial**