



CAREmasters

Job Description: Scheduler Healthcare Staffing

“Creating the perfect solution”: matching the staffing needs of Medical Facilities with caregiver, nurse and therapy professionals of required skills and personality."

CAREmasters healthcare services LLC is a provider of temporary healthcare professionals to a variety of medical facilities in Southwest Florida. We are contracted partners for hospitals, rehabilitation clinics, skilled nursing facilities, hospice providers and infusion pharmacies.

CAREmasters is looking for an **experienced** healthcare **SCHEDULER /Staffing Coordinator** to match and schedule the commercial customer’s service requirements with skills, personality and availability of CAREmasters nurses, caregivers and therapy professionals. The Scheduler/Coordinator holds a key position. During the daily contacts he represents CAREmasters to our client’s staffing coordinators and CAREmasters employees, having a huge impact on development of customer relations and caregiver contentedness. Besides being accurate and efficient the position requires excellent communication skills, problem solving talent, the ability to negotiate compromises. A strong drive to offer CAREmasters idle staff pro-actively during the daily contacts will result in additional business. 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 Scheduler/Coordinator is part of the CAREmasters **24/7 ON-CALL TEAM** and will be assigned to ON-CALL periodically.

CAREmasters applies healthcare staffing software to handle the client / caregiver scheduling and administration tasks. Expert computer skills are a **MUST**, so is past experience with scheduling in the healthcare industry and using scheduling software.

The following abilities are ESSENTIAL:

- **Proven 2 years of Staff Scheduling experience**
- **Proven 2 years of Staff Coordination experience in healthcare**
- High level of social and communications skills
- **Expert computer skills including MS Office and scheduling software**
- Can work 40 hours per week

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 healthcare services LLC is an equal opportunity employer. Come and join our excellent team of healthcare professionals. The compensation is attractive. Please submit your resume here on indeed. For more information please visit our website: **www.caremastershomehealth.com**



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Application Questions

Please make sure that you can answer the following questions with YES:

- Do you have 2 years of Healthcare Industry experience?
- Do you have 2 years of Scheduling experience?
- Do you have experience with scheduling software?
- Are you willing to undergo a background check, in accordance with local law/regulations?
- Can you work 40 hours per week?
- Do you live in reasonable travel distance to Sarasota, FL?

Please call our office at **941-960-1856** and talk to our HR department for more information.

Email your resume to: hrrservices@caremastershomehealth.com

We look forward to meet and talk with you!

The CAREmasters Team