

RESIDENTIAL PROGRAM SCHEDULER

Position Summary: Residential Program Scheduler is responsible for the creation, maintenance and completion of schedule for all Houses within the Residential Program. Residential Program Scheduler works with all members of the Residential Leadership Team to provide safe staffing schedules and ratios.

Duties and Responsibilities:

1. Work collaboratively with Residential Program Manager, Assistant Residential Program Manager, House Supervisors and Assistant supervisor to create master schedule and maintain schedule for all Residential Houses.
2. Secure staffing for any overtime approved by Residential Program Manager.
3. Input all PTO requests and secure staffing.
4. Record and create reports of call-outs/PTO usage and lateness for review.
5. Process payroll/approve time cards for all residential staff.
6. Create and oversee Campus Supervisor schedules.
7. Other administrative tasks as assigned by Residential Program Manager and Assistant Residential Program Manager to assist in management of Residential Program.
8. Attend weekly supervision with Residential Program Manager.
9. Maintain a valid driver's license.
10. Complete all Standards of Excellence trainings.
11. Perform other tasks as assigned.

Qualifications: Bachelor's Degree required. Proficient in Microsoft Office/google is required along with strong computer literacy skills. Organizational skills, excellent communication skills and attention to deadlines are a must. Clinical and administrative skills a plus.

Job Type: Full-time (32 hrs.)