

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 11/4/2021

**Response Deadline:** 11/14/2021

\* RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

<b>Agency:</b> Butler County Care Facility	<b>Job Title:</b> Staffing Coordinator/Staff Development
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Salary:</b> \$15.97 - \$22.56
<b>Location:</b> 1800 Princeton Pike, Hamilton OH	<b>Hours of Work:</b> Monday-Friday 8:00-4:30 (additional hours on weekends and evenings required)

**ESSENTIAL FUNCTIONS:**

- (1) Responsible for planning and implementing work schedules for all clinical staff, both licensed and certified; address call-offs, update staff assignments based on call-offs; track staff time off requests for scheduling purposes; monitor call-offs for progressive discipline; work the floor in the event of call-offs.
- (2) Responsible to coordinate with outside contractor(s) to fill/supplement staffing needs of facility with clinical agency personnel, when necessary; address attendance and call-offs of agency personnel with vendor; monitor quality of agency personnel resident care.
- (3) Responsible for planning and implementing staff development curriculum for all clinical staff, both licensed and certified, to ensure compliance with state and federally mandated clinical and resident care quality standards.
- (4) Plans and conducts new employee orientations, mandatory in-service (clinical and non-clinical staff); on-going education and training within area of expertise. Collaborates and provides advisement to specific departments regarding employees' educational/training needs; post all notices of scheduled trainings in advance.
- (5) Track attendance/completion of training to ensure that all required training is received by all personnel in a timely manner; maintains all training records, reports, instructional materials, and speaker qualifications related to each educational program.
- (6) Participates in staff meetings/conferences involving the coordination of staffing, time-off requests, required trainings, and the in-service education program; collaborate with the Director of Nursing/Assistant Director of Nursing to ensure problem areas within the department are addressed with education.
- (7) Serve as facility central supply manager responsible for monitoring, ordering, logging, tracking and budgeting for the resident and facility supply needs.

**REQUIRED QUALIFICATIONS:**

High School graduate or GED equivalent;

Minimum certification as an STNA. LPN or RN license preferred;

One (1) year full-time experience in the area of staff scheduling in healthcare industry or related field;

One (1) year full-time experience in the area of clinical instruction/teaching in healthcare or long-term care facility;

Extensive knowledge of current standards of practice and the rules, regulations, and laws related to the long-term care industry; and,

Knowledge of OnShift and Kronos preferred.

**SELECTION PROCEDURE:** Resumes and Interviews

**SUBMIT COVER LETTER AND RESUME TO:**

[resumes@bcoho.us](mailto:resumes@bcoho.us)

Butler County Commissioners' Personnel Office

315 High Street, Suite 640

Hamilton, OH 45011

(Indicate job title in subject line.)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**