

Job description

About us

TrueCare is a licensed personal service agency responsible for hands on care of our senior and elderly clients. Our TrueCare Associates help our clients with all levels of client activities of daily living, allowing them to remain as independent as possible.

Schedulers are responsible, without direct supervision, for:

A. Use of scheduling software on a daily basis to arrange the schedules of 75 +/- Care Providers to be in the homes of Clients on an established client schedule.

B. Heavy phone usage to coordinate both Care Provider and Client schedules, appointments, and the like.

C. The growth of TrueCare by matching qualified Care Providers with clients.

D. Actively engaging with Care Providers to provide a positive work environment and to retain employees.

E. To be very flexible with one's work load on a daily basis.

F. Awareness of TrueCare, Medicaid and Veteran's Administration requirements and expectations for Care Providers, keeping all Care Provider employee files current and in compliance with said requirements.

G. Data and document entry of all employee information into staffing software.

H. Ongoing review of personal care needs of clients.

I. Ongoing communication with private pay clients and their representatives, VA personnel, Medicaid personnel, Aging and In-Home Services personnel and insurance company administrators.

J. Assist in recruiting, hiring, and retention of employees.

To support the Manager and the President.

Required Skills:

Positive Attitude and ability to maintain professionalism at all times

Experience using scheduling software

Experience in staff scheduling

Enjoy working on a complex schedule

Skilled in problem solving and prioritizing

Ability to work both independently and in a team

Ability to perform varied duties

Ability to multitask

Ability to communicate verbally and in writing with use of correct spelling and grammar.

Desired Skills:

Experience in scheduling for Personal Service Agency, Home Health Agency, Hospice Agency, Staffing Agency using computerized scheduling software.

Job Type: Full-time

Salary: \$37,000.00 - \$43,000.00 per year

Benefits:

- Paid time off
- Retirement plan

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- On call

Experience:

- care provider scheduling: 1 year (Required)

Work Location: Auburn, Fort Wayne

Contact:

Patti McGill, Manager

260-333-6032

Pattim@true.care