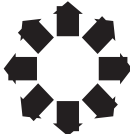




Community VNA



SCHEDULERS

3 full time positions available

Staff Coordinator responsible to schedule licensed professionals, Certified Nurses Aides and Housekeeper Companions. Processes intake requests and handles all administrative responsibilities.

Nurse Scheduler performs all necessary duties related to the scheduling of nurses. Responsible for updating client information in the data base, provide statistical reports as needed along with other administrative responsibilities.

Team Secretary - Rehab Dept performs secretarial duties for the department manger and department's visiting staff. Maintains schedules for visiting staff, cross trains into the nurse scheduler role and provides support to the nursing department.

Qualifications: Homecare experience and medical terminology required. Skilled communicator and motivator. Able to organize and prioritize many tasks effectively. Must be able to work in fast paced environment. Medical office experience a plus.

Contact Michele Ogden
HR Assistant/Recruiter
10 Emory Street
Attleboro, MA 02703
508-222-0118
508-226-1012 (fax)
humanresources@communityvna.com
www.communityvna.com