

ADULT CARE CENTER STAFFING SERVICES PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing a variety of record keeping and administrative tasks to coordinate activities related to nursing staffing, facility in-service training and human resource functions for the Sullivan County Adult Care Center. Duties will include implementation of nursing staff scheduling and para-professional and support staff time and attendance counseling. Work is performed in accordance with established policies. Work is performed under the general supervision of the Director of Nursing/Nursing Home Administrator. Supervision of other staff is not a significant responsibility of this position. Leeway is allowed for the exercise of independent judgment in performing most job duties.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Generates staffing schedules for the Nursing Department in accordance with the provisions of the

collective bargaining agreements and administrative direction;

Establishes and maintains procedures for nursing staffing;

Supervises the maintenance of employee time keeping records, including records relating to the

use of leave time and the accrual of overtime;

Recommends counseling of para-professional and support staff regarding tardiness, call-outs and

refusal to accept mandation;

Mandates staff to ensure proper staffing levels due to call-outs;

Compiles information and prepares reports for Director of Nursing and Administration utilizing

common computer software and database programs as well as other office machinery; and

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Answers telephones, takes messages and answers general inquiries, including being on-call on the weekend.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of planning and executing the human resources management function in a governmental agency; good knowledge of office terminology and procedures; good knowledge of business English; working knowledge of the Civil Service Law, the local Rules for the Classified Civil Service, employee labor agreements, and established personnel policies; working knowledge of the development of a staffing schedule for a 24 hour a day, seven days a week facility; ability to express oneself clearly, both orally and in writing; ability to operate a personal computer and utilize common office software programs to prepare records and reports; ability to organize data into tables and records; ability to understand and carry out written and oral instructions; ability to establish and maintain effective working relationships with others; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience involving interviewing, scheduling or supervision of staff.

NOTE: Completion of coursework at a college or university can be substituted for work experience on a year for year basis with thirty (30) credits being equivalent to one year of work experience.

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NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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