

**Community Living Connections, Inc.**  
**Scheduler**

**Nature of Work:**

The Scheduler works under the direct supervision of the Senior Staffing Manager and works cooperatively with other Managers to ensure the staffing needs of Community Living Connections, Inc. are met. The Scheduler will update and maintain electronic schedules and communicate proactively with employees to ensure all shifts are filled.

**Examples of Work Performed:**

- Communicate with employees via phone and email to determine their availability and ability to work shifts.
- Develop an understanding of the support needs of the individuals supported by CLC and the employee attributes necessary to ensure good matches.
- Maintain employee and household schedules.
- Enter and edit scheduling and employee data.
- Understands and adheres to CLC's policies, best practices and training requirements.
- Acts a liaison for employees with schedule change and time off requests.
- Assist in identifying schedule gaps due to anticipated or emergency leaves.
- Communicate to employees and Managers regarding day to day changes.
- Work cooperatively with all team members to help coordinate cross training of employees between households.
- Support the mission and values of CLC to create a culture where all employees feel informed, valued and empowered to do their best work.
- Ensure that confidentiality and discretion is used with all information regarding employees and people supported by CLC.
- Undertake special projects as assigned by the Senior Staffing Manager.

**Skills, Knowledge and Abilities:**

- Must be able to work independently with the ability to make sound decisions and exercise good judgment.
- Must possess excellent oral and written communication skills.
- Proficient in the use of phones, computers and Microsoft office.
- Identify issues and develop solutions that meet the needs of the people supported by and the people who work for CLC.
- Organization and time management skills are essential to ensure staffing needs are met.
- Drive, energy, enthusiasm and positivity.
- Team player who provides valued contributions to others.

- The ability to deal with a wide range of people, both internal and external to CLC, with tact, confidence and diplomacy.
- Ability to represent CLC in a professional manner.

**Physical Abilities:**

The following physical abilities have been deemed necessary. As with all required abilities, any possible reasonable accommodation will be made should an employee be unable to perform a required duty based on a disability as defined in the Americans with Disabilities Act (ADA).

- Ability to routinely lift 15 lbs. and on occasion up to 40 lbs.
- Ability to sit, stand and walk for extended periods of time.
- Ability to bend, squat, and stoop.
- Ability to physically perform all job related duties.

**Training and Experience:**

- Must be at least 18 years of age.
- High School Graduate, or equivalent, required.
- A degree in Human Services, or related field, preferred.
- Two years' experience working with adults with developmental disabilities preferred.

**Driving**

- Access to a vehicle in good working condition, a WI driver's license, an acceptable driving record and proof of insurance, which meets CLC 's standards, may be required for this position.

**If you are unable to perform any of the job tasks (general or specific), Community Living Connections will attempt to make reasonable accommodations to enable you to perform the tasks.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SSM Signature: \_\_\_\_\_ Date: \_\_\_\_\_