

# SEEKING SCHEDULER/RECEPTIONIST:

## Essential Activities and Tasks

- Prepare Nursing Department schedule.
- Adjusts schedule according to staff availability.
- Keeps the staff current with changes in scheduling procedures and policies as needed.
- Participates in the orientation, in-services, and continuing education of staff as requested.
- Must be flexible, organized, able to work efficiently under pressure and be detail oriented.
- Knowledge of staffing patterns for long-term care is preferred, but not required.
- Candidates need to have good communication skills.

Along with the scheduling duties, you will serve as the receptionist. Answering the multi-line phones, directing people who are in need of assistance and will provide office support for the Nursing Department.



### • *Benefits Available* •

Call **402-447-6203**  
for more information  
or apply online at **midneluth.com**.  
109 N. 2nd St.  
Newman Grove, NE 68758