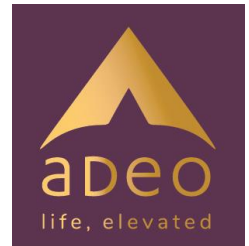


## ADEO JOB OPENINGS



### Lead Scheduler and Assistant Scheduler

Adeo is hiring a full-time Lead Scheduler and Assistant Scheduler to support the operations of Stephens Farm @Adeo.

#### About you:

Please let us know about any relevant experience you have by sending us a resume with a cover letter. We are looking for individuals who have a passion for helping people, working within a team environment, and a strong attention to detail.

#### About us:

Adeo is a non-profit organization that supports people with disabilities to take their place as full citizens of their community. Adeo has been providing services to people with disabilities and their families in Northern Colorado for more than 40 years. Our services include affordable housing, a residential program for adults with brain injuries and an outpatient physical therapy clinic. At Adeo, we actively recruit to ensure a diverse workforce. We believe that diversity among our team members is critical to fulfilling our mission. Therefore, we seek to recruit, hire and retain the most talented people from a diverse candidate pool.

**Stephens Farm @Adeo is hiring a Lead Scheduler and an Assistant Scheduler.**

**Hiring Wage:** \$17.50 (Lead); \$16.75 (Assistant)

**Expected Schedule:** 40 hours/week, flexible

#### **General Statement of Duties:**

- Assist with development of scheduling procedures
- Perform all duties and responsibilities of a DCP as needed
- Carry scheduling phone 24 hours a day on a rotating schedule
- Ensure daily documentation is complete and accurate
- Review payroll for accuracy

#### **Level of Responsibilities**

- Supervision Given: DCPs for scheduling issues
- Supervision Received: Engagement Manager

#### **Duties and Responsibilities**

- Manage staffing schedule
- Review daily documentation, ensure corrections are made and provide to Care Manager in a timely fashion
- Perform all direct care tasks as needed, including, but not limited to:

- Providing services to residents as detailed in the plan of care. These include ADLs, IADLs, housekeeping, laundry, personal care and hygiene
  - Taking and documenting vital signs
  - Performing active and passive range of motion exercises with residents
  - Maintaining thorough and accurate documentation
  - Reporting pertinent changes in resident condition or care plan to supervisor
  - Coordinating and preparing meals and other activities relating to the nutrition program of the residents as requested
  - Leading resident groups as necessary
  - Providing a safe, clean environment for residents by ensuring the overall cleanliness and sanitation of the facility
  - Reporting environmental hazards
  - Maintaining positive interpersonal relations with residents, family, staff and community
  - Providing resident care until relieved by an oncoming staff member
  - Assisting with creating a home-like space for residents, including offering choices as often as possible and explaining possible outcomes of choices
- Assist with engagement activities as directed
  - Other duties as assigned

### **On-call Expectations**

- Carry scheduler phone 24 hours a day every other week.
- Cover call-offs following organizational protocol.
- Serve as back up for coverage every other week.

### **Qualifications**

- At least one year of experience providing direct care.
- QMAP certification must be obtained within 30 days of hire.
- First Aid/CPR and CPI certifications must be obtained within 90 days of hire.
- Must hold a valid driver's license and pass MVR background check to use company vehicles for transport.
- Excellent communication skills, including the ability to speak, read and write English.
- Understanding of and ability to schedule multiple staff members in a dynamic schedule.
- Proof of COVID and influenza vaccines must be submitted prior to start date

### **Physical Requirements**

- Exert 0-50 lbs. of force, frequently
- Exert negligible amount of force constantly
- Lift, carry, push, pull, stand, walk, sit, reach, and crouch for up to 30 minutes at a time
- Visual and auditory acuity

**Contact Chris Montoya at [cmontoya@adeoco.org](mailto:cmontoya@adeoco.org) if interested.**

All candidates must provide proof of COVID and Flu vaccine at orientation if offered the position. All employees are required to use masks, regardless of vaccine status, when in the Stephens Farm buildings. TB test is required within 30 days if selected for this position.

We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. We consider qualified applicants regardless of criminal history, consistent with legal requirements.