**Home Care Coordinator/Scheduler Job Description Template**

You like solving tough puzzles, you’re meticulously organized, and you love people. Not to mention you’re happiest when you can see that your work is bringing happiness to the other people. You want a job that lets you work with people but also use your talents for organization and planning. The care coordinator is one of the most important roles in our business, and if this described you, we want to meet you.

**Responsibilities:**

* Coordinate scheduling of client visits in our software system
* Be a focal point of communications with caregivers and clients
* Match the right caregivers to the right clients
* Be responsible for the well-being of both the clients and the caregivers
* Keep caregivers’ schedules full while fulfilling requirements of client care plans
* Assist with HR functions such as hiring/recruiting and orientation

**Requirements:**

* Strong problem-solving skills
* A “people-person” who’s able to remain pleasant and considerate under stress
* Meticulous attention to detail
* Willingness to learn quickly and continually
* Prior experience in a fast-paced administrative role preferred but not required
* Prior experience as an in-home caregiver is a major plus

**Pay:**

* $XX-$XX depending on experience and other factors

**Benefits:**

* Add benefits here