



<https://phoenixvirtualstaff.com.ph/job/pdn-staffing-coordinator/>

PDN Staffing Coordinator

Description

The Scheduling Coordinator (Registered Nurse) is responsible for ensuring the accurate, efficient, and timely scheduling of qualified nursing staff to meet client care needs. This role also involves a strong focus on administrative support, including communication, documentation, and coordination tasks. The position plays a key role in maintaining compliance while optimizing operational workflow and staff utilization.

Responsibilities

1. Scheduling & Assignment

- Coordinate daily and weekly schedules for Registered Nurses (RNs), Licensed Practical Nurses (LPNs), and clients
- Match clinicians to assignments based on:
 - Licensure and skill set
 - Geographic location
 - Availability and preferences
- Ensure adequate staffing coverage at all times

2. Communication & Administrative Support

- Serve as a liaison between nurses, clients, and the office/administrative team
- Notify staff of schedule changes, new assignments, and client updates in a timely manner
- Maintain open and professional communication with clients
- Perform administrative tasks such as:
 - Managing emails and phone calls
 - Faxing documents
 - Coordinating and updating medical records
 - Supporting general office operations

3. EMR System Management (Kantime)

Hiring organization

Phoenix Virtual Solutions

Employment Type

Full-time

Job Location

Remote work possible

Date posted

April 28, 2026

- Utilize the Kantime EMR system to create, update, and verify schedules and overtime hours
- Monitor system alerts for:
- Missing documentation
- Compliance issues
- Credential expirations
- Ensure all records are accurate, complete, and up to date

Qualifications

- Active Registered Nurse (RN) license required
- Previous experience in healthcare scheduling or coordination is a must
- Familiarity with EMR systems (Kantime experience is a plus)
- Strong organizational and multitasking skills
- Excellent communication and problem-solving abilities
- Ability to manage multiple administrative tasks efficiently in a fast-paced environment