



<https://phoenixvirtualstaff.com.ph/job/scheduler/>

Scheduler

Description

The Scheduler responsible for managing nurse and caregiver schedules, coordinating shift coverage, and serving as a key communication point between staff, patients, and families. This role will also support the team with general administrative duties and client communications.

Responsibilities

Include but are not limited to:

- Schedule and coordinate caregiver assignments based on client needs
- Build and maintain strong relationships with caregivers and clients
- Conduct and manage initial visits and follow-up visits virtually
- Ensure that all care plans are properly followed and documented
- Communicate effectively using RingCentral, MS Teams, WhatsApp, and WellSky/Kinnser
- Respond to inbound calls and make outbound calls as needed
- Serve as the liaison between caregivers, clients, and internal departments
- Handle back-office administrative tasks including managing emails, records, and follow-up documentation
- Participate in virtual calls on-camera with a professional and noise-free environment
- Anticipate scheduling or care issues and take proactive measures to resolve them
- Perform general administrative duties such as data entry, filing, and document preparation
- Work on special projects as assigned

Qualifications

- Minimum of two (2) years of experience in U.S. healthcare scheduling
- Proficiency in WellSky (required)
- Experience with data entry and maintaining accurate records
- Above-average written and verbal communication skills
- Excellent organizational and time-management skills

Hiring organization

Phoenix Virtual Solutions

Employment Type

Full-time

Job Location

Remote work possible

Date posted

April 28, 2026