



Your Life. Our Mission.

New England Life Flight, Inc.
d/b/a Boston MedFlight

Schedule Coordinator

PRIMARY PURPOSE:

Under the direction of the Human Resource Manager, the full-time Schedule Coordinator is responsible for creating and maintaining an accurate and efficient staffing schedule unique to Boston MedFlight's operations with the goal of maximizing patient transports while coordinating staffing needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Takes initiative and drives the schedule process to maximize daily transports and ensure operational coverage.
- B. Prepares monthly, weekly and daily schedules in the scheduling system.
- C. Manages and monitors scheduling communications resolving scheduling issues as they arise.
- D. Work closely with Operations Managers to ensure accurate scheduling.
- E. Communicate and coordinate with staff any immediate scheduling changes.
- F. Communicate via phone, text and email with staff as needed in a timely manner.
- G. Cultivate strong relationships with operations staff and managers.
- H. Work closely with HR team to verify schedule against reported time worked for staff.
- I. Responsible for management of scheduling system ensuring accurate data entry.
- J. Identifies trends and communicates ideas to promote quality assurance and improvement.

QUALIFICATIONS:

- A. 1+ years' experience managing healthcare or EMS scheduling preferred
- B. Prior experience with UKG/Telestaff scheduling systems preferred
- C. General knowledge of the EMS industry preferred
- D. Must be proficient in MS Outlook, Word, Power Point and Excel
- E. Strong organizational, problem solving, and analytical skills, able to manage and prioritize workflow
- F. Commitment to continuous learning including strong understanding of Boston MedFlight's schedule requirements
- G. The ability to maintain a high level of confidentiality
- H. Strong interpersonal and communication skills
- I. Ability to work effectively with all levels of staff
- J. Must be able to read, write, speak, and comprehend the English language without restriction
- K. Must have a working knowledge of standard office equipment: FAX machine, photocopy machine, e-mail
- L. Must have predictable weekday scheduling capability
- M. Must be able to maintain peer accountability, be an effective problem solver and maintain a professional demeanor.

BOSTON Med Flight

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HOW TO APPLY:

Please visit our career center by clicking [here](#) to submit an application and résumé.

Or mail to:

Human Resource Manager
Boston MedFlight
150 Hanscom Drive
Bedford, MA 01730

Please also provide 3 letters of recommendation as well as copies of your certification and licenses. Letters of recommendation should be sent directly to the Human Resource Manager at the address above or to HR_Dept@bostonmedflight.org.

For More Information

Please visit our website to get more information about current job opportunities and our program:
www.bostonmedflight.org

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