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# Example of Staff Coordinator Job Description

Our growing company is looking to fill the role of staff coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for staff coordinator

* Coordinates and actively participates in unit based nursing orientation
* Conducts presentations for nursing continuing education credits
* Participates in developing, maintaining, and updating policies that govern day-today functions regarding Employee Health and staff education
* Manages the TB screening program and coordinates TB skin tests for all staff
* Maintains current employee health files
* Ensures that Infection Control policies are complete and current
* Acts as Lead in communicable disease surveillance
* Monitors and tracks employee illness to determine necessary interventions and/or work restrictions
* Reception and front of house services
* Staff communication services

## Qualifications for staff coordinator

* Must be able to effectively handle multiple projects and tasks simultaneously
* Must be able to monitor email on weekends and holidays
* Must be flexible to work early or late or on weekends for certain tasks
* Must have excellent telephone etiquette
* A minimum of 2 years of recruitment experience -previous onsite management experience is strongly preferred
* Ability to work cooperatively with diverse populations