

HUMAN RESOURCE VACANCY REPORT TRACKING OPENINGS AT BRIDGEWELL

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INTRODUCTION

Bridgewell is a nonprofit organization in Massachusetts that offers people with intellectual, developmental, mental health different services. The company focus on community engagement and person-centered care.

- Aims to improve quality of life and help individuals lead meaningful and fulfilling lives
- Works closely with families, caregivers, meaning services are different for everyone's needs and goals
- Offers a wide range of services, including residential programs, day programs, clinical services, and employment support

INTERNSHIP PROJECT OBJECTIVES

- Develop and maintain a weekly vacancy report that accurately tracks open positions across all programs in Bridgewell
- Analyze staffing patterns to ensure compliance with state required staffing ratios and organizational standards

RELATED LITERATURE

- The project goal is to correctly track job vacancies and open shifts within Bridgewell programs. By creating an organized report, managers will be able to identify staffing needs and prioritize hiring. The report will also help programs maintain the correct staff-to-patient ratios required by the state and that the number of staffing aligns with funding.
- Bridgewell's HR department and hiring managers need a way to track open positions and staffing needs across all the different programs. The organization must ensure proper staffing levels to maintain safe care for individuals we serve. This project helps address the need for accurate vacancy tracking, improved communication between HR and program managers, and better planning for recruitment and budgeting.

MATERIALS AND METHODS

Access job vacancy data through the iSolved platform

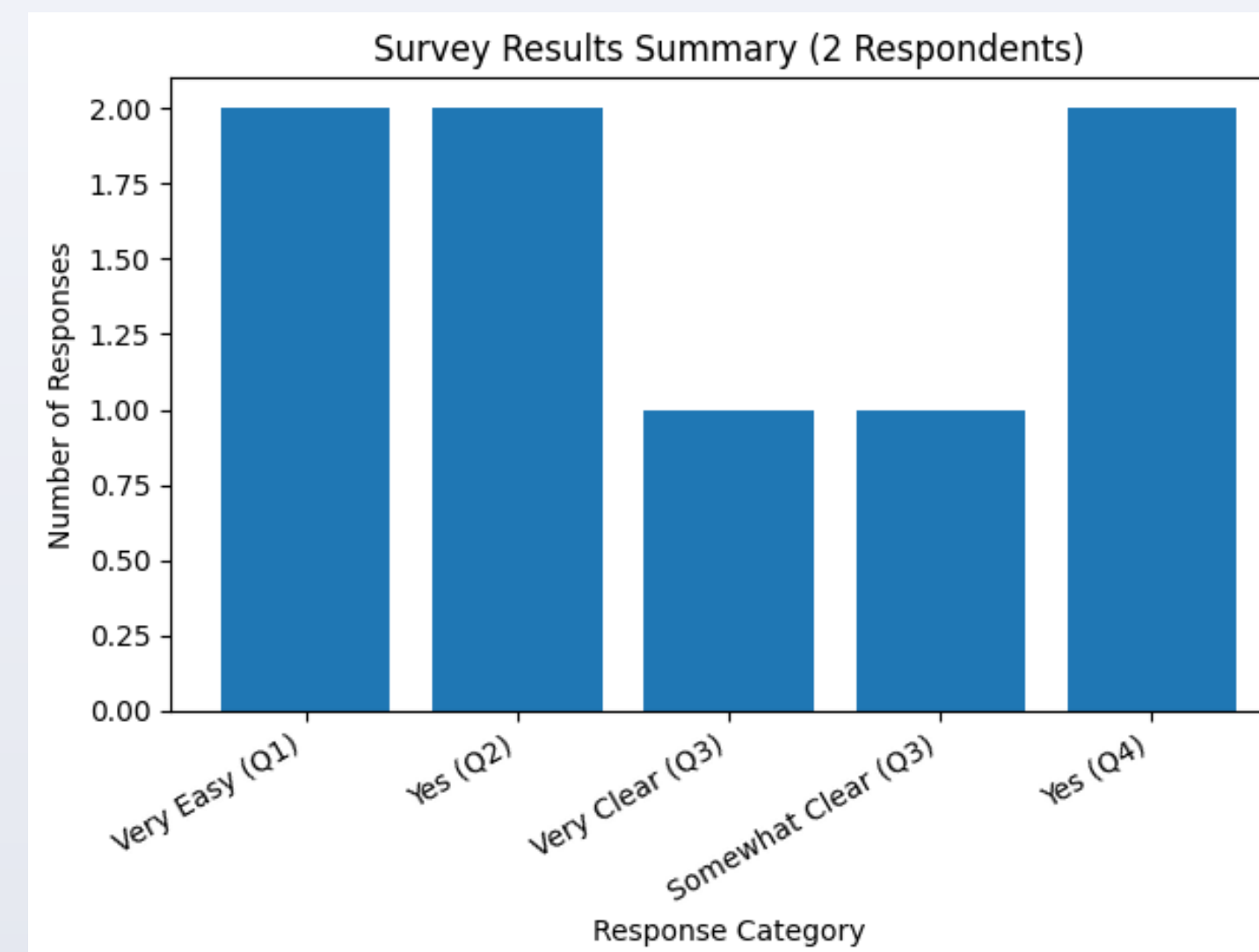
- Review current staffing patterns across programs
- Identify open positions and open shifts
- Organize the information into a weekly vacancy report
- Create visual summaries (charts of vacancies)
- Share the report with everyone employed in the company

The vacancy report is updated on a weekly basis normally done on Fridays. Each week will involve reviewing current staffing data, updating the report with any new job openings or filled positions, and sharing the updated report with supervisors and hiring managers. Regular updates help the information remain accurate and useful for staffing decisions.

Job Listing ID	Job Listing Title	Department	Schedule/Hours: (If overnight please specify awake or asleep)	Job City	Number of Openings
1715370	Awake Overnight CNA 3 - Department 345	Alfred Rd	Sunday-Wednesday 11:00pm-9:00am (40 hours)	Saugus	1
1666521	Certified Nursing Assistant (C.N.A) - Department 345	Alfred Rd	Monday 3:00pm-11:00pm, Tuesday 3:00pm-11:00pm, Thursday 3:00pm-11:00pm and Saturday 9:00am-11:00pm (38 Hours)	Saugus	1
1721967	Direct Support Professional 1 (DSP 1) - Department 358	Ansie Rd	Saturday 9:00am-2:00pm, Sunday 9:00am-3:00pm (11 Hours)	Chelmsford	1
1721843	Direct Support Professional 1 (DSP 1) - Department 358	Ansie Rd	Sunday 9:00am-10:00pm, Wednesday 2:00pm-10:00pm, Friday 3:00pm-11:00pm, Saturday 2:00pm-10:00pm (37 Hours)	Chelmsford	1
1731370	Direct Support Professional 3 (DSP3) - Department 382	Averill St	Friday 3:00 PM - 11:00 PM, Saturday 9:00 AM - 5:00 PM, Sunday 9:00 AM - 3:00 PM (22 hours)	Topshfield	1
1725225	Registered Behavior Technician - Department 382	Averill St	40 hours, Flexible	Topshfield	1
1729984	Direct Support Professional 2 (DSP 2) - Department 319	Baker St 5	Monday 4:00PM-11:00PM, Wednesday 5:00PM-11:00PM, Thursday 4:00PM-11:00PM, Friday 3:00PM-11:00PM, Saturday 9:00AM-5:00PM (36 Hours)	Saugus	1
1728475	Direct Support Professional 2 (DSP 2) - Department 319	Baker St 5	Saturday 5:00PM-11:00PM, Sunday 9:00AM-11:00PM (20 hours)	Saugus	1



RESULTS & SURVEY



I created this chart that shows the results of the surveys conducted. After sending out the recent vacancy report I conducted a survey on the effectiveness of it. The survey showed that majority of the managers use the vacancy reports on a weekly basis to fill job "holes" they might have, making this method effective.

Quick Data Summary

- Ease of use: 100% said Very easy
- Clarity of info: Mostly positive (1 "Very clear," 1 "Somewhat clear")
- Formatting effectiveness: 100% said Yes
- Common suggestion: Add a priority/urgent roles section

CONCLUSIONS

- This project shows the importance of accurate staffing data in healthcare and human services organizations. By creating a clear vacancy report, Bridgewell can better manage staffing needs, maintain state-required ratios for patient safety, and plan recruitment effectively. The project also shows the important role Human Resources plays in maintaining organizational efficiency and good care.

REFERENCES

<https://bridgewell.org>
<https://bridgewell.isolvedhire.com/jobs/>

ACKNOWLEDGEMENTS

Brad Bitler – Recruitment & Retention Manager
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INTRODUCTION

RELATED LITERATURE

MATERIAS AND METHODS

RESULTS

CONCLUSIONS

REFERENCES

ACKNOWLEDGEMENTS

INTRODUCTION

RELATED LITERATURE

MATERIALS AND METHODS

RESULTS

CONCLUSIONS

REFERENCES

ACKNOWLEDGEMENTS