



**GREATER VANCOUVER COMMUNITY SERVICES SOCIETY** is a non-profit organization with more than 40 years' experience providing quality community care services. Our Home Support program delivers service to over 2,500 clients in Metro Vancouver who require assistance to live at home safely and independently.

We currently have a vacancy for a casual Home Support Supervisor.

We are seeking a highly organized and customer-service oriented professional to assume this challenging role planning and scheduling services for our Home Support clients. In addition to using Procura, a healthcare-specialized scheduling system, this position involves constant telephone communication with staff, clients, case managers and other stakeholders involved in our clients' care. It is an integral role in the operations of our program.

**Qualifications:**

The successful candidate will have strong leadership & mentoring abilities; excellent communication and problem solving skills; customer service focus; demonstrated proficiency in word processing & scheduling software applications (Procura); and is able to multi-task while handling high call volumes and time pressure. Knowledge of Vancouver's streets and geography will be an asset.

Also required are a minimum of two (2) years' recent related experience, including some supervisory experience. A Post-secondary certificate in a related field, such as healthcare or administration, or an equivalent combination of training, education and experience is preferred.

We are seeking candidates who have open availability; ***flexibility to fill evening and weekend shifts is a must.***

**To Apply:**

Please apply online at <http://www.gvcss.bc.ca/jobapp.htm> , or you can apply directly from Indeed.

We thank you in advance for your application but only qualified individuals will be contacted.

Visit our Web site for more information: [www.gvcss.bc.ca](http://www.gvcss.bc.ca)