



## JOB POSTING

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# Scheduling Intake Coordinator

**DATE:** Nov 17, 2017

**EMPLOYMENT STATUS:** Full Time

**AVAILABILITY:** 7.5 hour Days Mon-Fri (between the hours 6:00 am-6:00 pm)

**LOCATION:** Stratford

**REPORTS TO:** Community Support Services Supervisor

**SUMMARY:**

The scheduling intake coordinator serves as the first contact for Community Support services for clients, caregivers and referral sources and assists them in understanding, accessing and navigating available services and supports. Schedules service delivery for community support services. Works collaboratively and maintains relationships with community support partner agencies.

**QUALIFICATIONS:**

- 2-3 years of related experience with services for seniors or social services.
- Proficiency in use of computer (Word, Excel, Microsoft Office) and office equipment.
- Demonstrated problem solving, assess situations, set priorities, decision making skills.
- Excellent interpersonal, communication, keyboarding and time management skill.
- Valid driver's license, insurance and use of vehicle.

**Application deadline: November 27, 2017 at 4 p.m.**

**SEND RESUMES TO:**

**EMAIL:** [recruitingservices@onecaresupport.ca](mailto:recruitingservices@onecaresupport.ca)

**Fax:** 1-519-482-1498

*We thank all applicants. Only those selected for interviews will be contacted*