



# INTERNAL JOB POSTING

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## Operations Service Supervisor

**DATE:** July 7, 2020  
**POSITION:** Operations Service Supervisor  
**LOCATION:** Stratford  
**EMPLOYMENT STATUS:** Full Time  
**HOURS OF WORK:** Monday-Friday  
**REPORTS TO:** Manager, Community Programs

### **SUMMARY:**

We are seeking a motivated Operations Service Supervisor to coordinate and supervise all scheduling activities on a daily basis. Under the direction of Operations Managers, the Supervisor is accountable to oversee assigned schedulers in an efficient and productive manner consistent with ONE CARE quality and client service best practices. The Operations Service Supervisor interfaces with ONE CARE clients and staff and contributes to effective daily operations ensuring accurate and precise scheduling of service staff to meet the needs of our clients.

### **QUALIFICATIONS:**

Our ideal candidate holds a university or college diploma in a related human services or business field from a recognized educational institution. A minimum of three years' operations experience along with strong proficiency working with scheduling management systems is required for this role. Experience supervising employees is also preferred along with the ability to thrive in an organization that constantly evolves and adapts to changes in community health care.

**Application deadline: July 15, 2020 at 4 p.m.**

**Apply Online:** [www.onecaresupport.ca](http://www.onecaresupport.ca)

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

Accommodation will be provided in all parts of the recruitment and assessment process as required.  
Applicants are advised to make any needs known in advance.