

Job Posting

Transportation Scheduler

Peterborough Office

Permanent – 35 Hours per week

Summary of Position: The Transportation Scheduler manages the daily drive assignments of the Community Care Van, and volunteer drivers and assists with scheduling of Caremobile which enables seniors and adults with physical challenges to remain at home within the City and County of Peterborough.

Qualifications & Experience

- Post-secondary diploma required, or equivalent combination of work experience and education.
- Minimum 2 years experience in a similar capacity, such as scheduling.
Moderate computer proficiency with experience in: Microsoft Office applications – specifically Word and Excel, Client Relationship Management databases, and internet navigation programs (i.e. Map Quest, Google Maps). Strong customer service, organizational, and attention to detail skills.
Knowledge and understanding of issues and dynamics within the geriatric population and adults with physical disabilities is an asset.

Competencies

- **Adaptability:** demonstrates flexibility with respect to changing work environments, priorities, and organizational needs. Is open to new ways of doing things.
- **Solve Problems:** assesses problems, generates possible solutions, and makes recommendations to the supervisor and/or resolves the problem.
- **Organized:** delivers on priorities, manages own time, adheres to a work schedule, reports on progress towards goals, and tracks details, data, information, and/or activities.
- **Volunteer Relations:** Engages volunteers and brokered helpers in an inclusive way, communicates appropriately, and uses tact and diplomacy.

Email cover letter of interest to: hr@commcareptbo.org by Monday, Sept 25, 2023 at noon

We thank all applicants for their interest, however only those selected for further consideration will be contacted.

Community Care Peterborough is an **equal opportunity employer** committed to providing an inclusive workplace. We recognize the importance of ensuring that everyone is treated with equal respect and dignity, and are protected from discrimination and harassment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, we provide accommodations to applicants with disabilities. If you require this information in an alternate format, communication supports, or other accommodation measures during the recruitment or selection process, please inform HR in confidence.

