



## GREATER VANCOUVER COMMUNITY SERVICES SOCIETY

### HEAD OFFICE

#500 – 1212 WEST BROADWAY, VANCOUVER, BC V6H 3V2

Telephone: 604-737-4900

Email: [info@gvcss.bc.ca](mailto:info@gvcss.bc.ca)

Facsimile: 604-737-2922

Web Site: [www.gvcss.bc.ca](http://www.gvcss.bc.ca)

---

### Casual Home Support Scheduler

We are looking for someone who wants to work in an office environment planning and scheduling services for our clients using Procura, a specialized scheduling system. This casual relief position is a scheduling role which includes constant phone communication with staff, clients, case managers and other stakeholders involved in our clients' care. It is an integral role in the operations of our agency and we are seeking an individual who has strong computer skills, excellent phone etiquette and verbal communication skills, the ability to work under time pressure and is detail oriented. The successful candidate will have a minimum of two (2) years' recent related experience, including some supervisory experience. Knowledge of Procura is also a requirement for this position. A Post-secondary certificate in a related field, such as health care or administration, or an equivalent combination of training, education and experience is preferred.

If you are interested in this position, please forward your resume and cover letter, **quoting Ref # 10-500G** to Human Resources, Greater Vancouver Community Services Society, #500 – 1212 West Broadway, Vancouver, BC V6H 3V1, or by fax to (604) 737-2922.

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

Please visit [www.gvcss.bc.ca](http://www.gvcss.bc.ca) for more information about our agency and our Home Support program.