



Our not-for-profit organization provides community support services including Meals on Wheels, Frozen Meals, Non-Emergency Medical Transportation, Volunteer Drivers, Friendly Visiting, Housekeeping Services, Adult Day and Overnight Relief Programs within Grey-Bruce.

**HCSS Grey Bruce is currently recruiting  
Central Intake Coordinator/Transportation Scheduler 35 hours/week  
Internal, External Posting**

**This position involves working in two HCSS departments Central Intake and  
Transportation**

The 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.

The Transportation Scheduler is responsible for the inputting of client information into the various data bases, speaking with clients, volunteers and paid drivers and scheduling of transportation requests utilizing all available resources and within the policy framework and practices of HCSS

The successful candidate will possess a documented combination of formal, applicable post-secondary education (undergraduate degree or two to three-year diploma) as well as a minimum of two years related experience. Proficiency in the use of computer software and office equipment are essential. Demonstrated problem solving skills with the ability to assess situations, set priorities and sound decision making skills are necessary. Excellent interpersonal, communication, typing and time management skills are essential. A valid driver's license, insurance and use of a vehicle are mandatory.

This is an on-going 35-hour, 5 day a week position and will work out of an HCSS Owen Sound site.

More information will be available at Website: [www.hcssgreybruce.com](http://www.hcssgreybruce.com)

Interested applicants please send resume by April 30, 2025 @ 4:30 p.m. to:

Dan Hillier  
Manager Transportation  
[Dhillier@hcssgreybruce.com](mailto:Dhillier@hcssgreybruce.com)

HCSS Grey Bruce is an equal opportunity employer. Only successful applicants will be notified.