

**Work from Home Opportunity
Home Care On-Call Supervisor Needed
Bethesda, Maryland area**

HouseWorks has an immediate opening for a Home Care on-call supervisory position based for our Bethesda, MD office. HouseWorks is dedicated to providing elders with the most responsive and reliable in home services available in the Greater Washington area. Exceeding expectations for care and customer service is our most important priority.

The On-Call Supervisor is responsible for providing support and assistance to both our caregivers and clients. They will be an extension of the in-house care team. Training and back-up support is provided. Specific responsibilities include, but are not limited to: managing associate call outs, scheduling associates in response to new client requests, problem solving with associates who have logistical problems getting to their clients, and communicating with customers regarding any scheduling changes. On-Call Supervisor is responsible from 5pm to 8:30am, Monday through Friday and weekends starting Friday at 5:00pm until Monday at 8:30am. Cell phone, laptop, reports and other tools are available.

Qualifications for this position are someone who is resilient, patient, an independent worker, organized and creative. The ability to multi-task and problem solve is also a requirement. Proficiency in Microsoft Word and Excel is a must. No travel required.

Please forward your resume to: careers@house-works.com or fax to 617-244-8256.