



# Care & Comfort

Behavioral Health ~ Home Health

*Join a team who cares about you because you care about others.*

## Staffing Supervisor – Home Health Division

### **Full-time, Dover-Foxcroft**

Care & Comfort currently has a full-time opening for a Home Health Staffing Supervisor out of our Dover-Foxcroft Branch Office. The position reports to the Home Health Team Leader and collaborates closely with other supervisors, managers, and staff members.

#### **Key responsibilities include, but are not limited to:**

- Staffing and coordination of schedules for clients and employees
- Accepting and processing referrals
- Data entry and computer loggings of client and employee data
- Assist in maintaining current employee certifications, licenses & training
- Supervise staff and conduct staff performance reviews annually
- Participate in complaint resolution and investigations
- Perform as backup for the front desk

#### **Qualifications**

- Strong skills to multi-task, problem solve, as well as organize and prioritize work
- Excellent interpersonal and communication skills
- Ability to take initiative, meet deadlines, and work well in a team setting
- Good computer skills including efficient and accurate data entry with ability to learn our database system.
- Strong work ethic, reliability, and trustworthiness.

#### **Education & Experience**

Associates degree with 3 years of office and supervisory experience is preferred, but a combination of education and work experience will be considered. Familiarity with healthcare is a plus.

#### **Benefit Opportunities**

*We offer a competitive compensation and benefits package to all of our full-time employees including:*

- *Employer-contributed Health Insurance*
- *Voluntary Dental, Short-Term Disability and Life Insurance*
- *Dependent Care Flexible Spending Account*
- *Employer-matched 401(K) Retirement Plan*
- *Paid time off including holidays*
- *Free parking.*

*If interested in applying for this position, visit [careandcomfort.com/applynow](http://careandcomfort.com/applynow).*

*You will be invited to create an account with Care & Comfort and fill out an Employment Application.*

***If you've got what it takes we want to hear from you.***

**We are an Equal Opportunity Employer**