🌟 **We’re Hiring a Caregiver Coordinator!** 🌟

Do you have a kind heart, a sense of humor, and a willingness to learn? Are you looking for a workplace that feels more like family than just a job? If so—you’ve found it!

We’re on the lookout for a **Caregiver Coordinator** who can help keep our clients and caregivers connected, happy, and supported. This role is about more than just filling shifts—it’s about being part of a caring team where your strengths will be recognized and your hard work will always be appreciated.

💻 **What you’ll be doing (don’t worry, we’ll teach you the ropes!):**

* Making sure all client shifts are covered with the “best fit” caregivers.
* Taking calls from caregivers who are running late, feeling sick, or need help—and jumping in with solutions.
* Helping keep costs fair for our clients by managing overtime.
* Entering new caregivers into our system and keeping info up-to-date.
* Creating schedules and simple reports.
* Working closely with our client care team to welcome new caregivers and pair them with clients.
* Covering the on-call phone one evening a week (we share the load as a team!).

💡 **Who we’re looking for:**

* A kind, friendly person who enjoys working with people.
* Someone organized (but who doesn’t mind laughing when life throws a curveball).
* A natural problem solver who can stay calm under pressure.
* Someone who works well on their own but also loves being part of a supportive team.
* A candidate with a sense of humor—because we work hard, but we like to laugh harder!

✨ If you’ve been searching for a role where you’ll truly be valued, where kindness matters, and where you’ll feel like part of a family, with loads of benefits—you’ve just found it.