

Dispatcher -Transportation Program:

Catholic Charities Senior & Caregiver Support Services seeks a full-time position as a Dispatcher who will assist the Transportation Program Manager with the dispatch operations of the Program. Answer telephones and schedule medical appointments on a daily basis. Assign and dispatch staff drivers and volunteers to transport senior clients to their appointments and the Senior Dining Centers. The Dispatcher needs to be self-motivated, confident, practice excellent customer service, use sound judgment, have good computer skills, and be able to appropriately handle a wide variety of issues simultaneously. A qualified applicant will possess:

- Excellent working knowledge of Schenectady County geography and the surrounding Capital District.
- Compassionate and high professional demeanor.
- High level attention to detail and accuracy.
- Ability to communicate effectively, efficiently and confidentially in written, oral or electronic format.
- Ability to manage multiple tasks and deadlines in a highly focused and competent manner.
- 1 to 3 years of successful dispatch experience desired.
- High level of proficiency in Microsoft Office products.

Interested applicants should send a cover letter and resume to Catholic Charities Senior & Caregiver Support Services 1462 Erie Blvd, 2nd Floor, Schenectady, NY 12305-1004 or info@cathcharschdy.org.

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