



FirstLight HomeCare of West Suburban Boston
109 Highland Avenue, Suite 301
Needham, MA 02494
(781) 559-0220

Weekend On-Call Caregiver Supervisor

FirstLight Home Care delivers a unique brand of high-quality and compassionate in-home care through carefully selected, screened, and trained professional caregivers and home health aides. FirstLight Home Care is a company built on the strength of its people. We look for individuals with a passion for excellence, who will help make us the best we can be, and who will bring our clients exceptional care and compassion every day.

We are seeking a **Weekend On-Call Caregiver Supervisor** who will be responsible for overseeing the caregiver schedule and delivery of services during the weekend period, including the implementation of schedules and ensuring adequate staffing and continuity of care to best meet the needs of our clients.

This position works remotely and regularly covers the weekend period from Friday early evening, at the close of the regular business day to early Monday morning, and works closely with other members of the weekday office team.

Job Requirements:

- * Experience with social work, nursing, home care, discharge planning, health care planning, service delivery to seniors, and/or knowledge of the healthcare industry
- * A compassionate attitude toward the care of the sick and elderly
- * Strong interpersonal, communication, and organizational skills
- * Ability to problem solve and think creatively
- * Ability to take initiative and responsibility, function independently, and be self-directed
- * Possess comfort working with on-line scheduling software and using a smart phone
- * Must have driver's license and a personal vehicle* Bachelor's Degree preferred
- * Must be available, with no other work or personal conflicts, between 5pm on Friday and 8.30am on Monday.
- * Bachelor's Degree preferred



Job Responsibilities:

- * Respond promptly to all incoming calls including calls from caregivers, families, professionals and prospective clients
- * Schedule/fill shifts as necessary in the event of a client schedule change request, caregiver no-show/call-out/emergency
- * Compassionately and patiently interact by phone, maintaining professional relationships with families and other professionals
- * Oversee a multi-cultural staff of devoted caregivers.
- * Conduct some supervisory visits at client homes throughout the West Suburban Boston area and introduce new caregivers to clients when needed
- * Fill-in potential "gaps" in schedules to provide companion or personal care when necessary

Job Benefits:

- We offer:
- Competitive Pay
 - Flexible schedule
 - Ongoing training
 - Full support while working on the job
 - Employee referral bonus program

FirstLight Home Care of West Suburban Boston is a friendly and upbeat team -oriented working environment.

Proudly serving the West Suburban Boston communities of Needham, Newton, Brookline, Wellesley, Weston, Wayland, Lincoln, Concord, Bedford, Medfield, Dover, Westwood, and Dedham (with a service area which extends from Quincy up to Woburn, and surrounding communities).

FirstLight Home Care of West Suburban Boston is an Equal Opportunity Employer.