

Manager Operations-Transportation Department

Overview

Dignity Health Connected Living has been serving seniors in Shasta County since 1968. Our programs have been designed for seniors and people with disabilities and we are dedicated to meeting each patient's physical, mental, and spiritual needs. We offer a variety of high-quality, affordable health care services in a compassionate environment.

Position Summary:

Under direct supervision the incumbent is responsible for the coordination and management of all aspects of the respective department in accordance with guidelines from various government agencies and Dignity Health Connected Living Policies. The incumbent is also responsible for the personnel, management and reporting duties for Department programs. Various clerical, service and transportation positions report to this position. The incumbent may have access to third party credit card information and transactional systems (cash registers, point of sale devices, applications supporting credit card applications, and reports or other documents containing credit card information) and will ensure that appropriate organizational procedures are followed. The position reports to the Senior Director of Operations.

Minimum Qualifications:

- Four years work experience in the field demonstrating graduated levels of responsibility and with at least 2 years in a supervisory capacity.
- Experience creating budgets
- Experience communicating successfully with varied groups; staff, clients, volunteers and the community at large
- Must be experienced in problem solving and conflict management, planning and organizing department activities and be able to coordinate and train volunteers
- Bachelor's degree or equivalent work experience
- Effectively use a PC with experience with Microsoft Office
- Current CA Driver's License
- Must have a driving record free of citations for moving violations for a period of three years prior to the date of application
- ServSafe Certification as appropriate for areas managed (to be obtained after hire)
- Must be willing to obtain Class B Drivers Licenses within 6 months of hire

Preferred Qualifications:

- Strong project management skills
- Experience and excitement in creating new services/programs helpful

Please apply online at <https://careers-dignityhealth.icims.com/jobs/64146/manager-operations-transportation-department/job>

