

# Hospital Services Coordinator

The NH Disabled American Veterans is looking for a person for this position.

This would be helping veterans along with our volunteer drivers 5 days a week. It comprises scheduling rides for veterans needing transportation to and from the Manchester VA Medical Center.

- Self-starter, and management skills, ability to work with the veterans we serve and the volunteer drivers who make this possible.
- Experience with Microsoft Excel a great advantage, or the ability to learn the functions that we use essential.
- Responsibilities will include interacting with veterans to coordinate availability of this service for future medical appointments.
- Each day the upcoming schedule for the next day will be verified, including the information of the veteran and their appointment, making sure it fits the confines of our scheduling abilities.
- It also involves assigning these veterans to the volunteer drivers in an efficient manner including assigning the necessary vehicles that would be the most efficient for the veterans assigned.
- Communication skills, and the ability to understand what this program means and the importance of it. Communications to include Phone, answering machine as well as in person, while taking into account the needs of the veteran, and just as importantly the schedules of our volunteer drivers.

This is a salaried position, preference given to veterans and close relatives of veterans. Start time is 6:45 am (0645) until all drivers are done driving. Our current window of operations is the first appointment of the day must start no earlier than 8am (0800) and no later than 11am (1100). There will be few exceptions.

Leadership experience preferred

Contact Michelle in volunteer services or Richard Borrazas at 603 624 9490

Immediate and permanent position.