

OUTREACH COORDINATOR For Older Adults

The Outreach Coordinator's role is to provide outreach services to enhance the overall well-being of isolated and at-risk seniors (age 55 years and older) in the North East Edmonton area and support seniors to "age in place" in the community. The Outreach Coordinator will also work closely with staff and volunteers to develop and support existing outreach programs at the Centre.

RESPONSIBILITIES : Outreach Support and Services

- Identify isolated and at-risk seniors in North East Edmonton area in conjunction with other community organizations
- Conduct home visits to referred clients within the geographic service area and complete needs assessments if required.
- Build trust with clients and to work honestly and with integrity with regards to hours of work, mileage reimbursements and flexible scheduling that the position requires. This may include occasional evening work.
- Monitor clients with telephone calls or occasional home visits and provide social and emotional support as needed
- Provide information and referral (if needed) regarding advocacy, and crisis supports to clients
- Plan and organize outreach programs and activities, outings, or events in conjunction with other staff (such as information workshops or support groups)
- Work with staff members/volunteers to assess the effectiveness of the Centre's outreach/in-reach programs and provide leadership and support as needed
- Stay abreast of existing and new community resources and services for seniors
- Train and supervise volunteers to assist in the "friendly phone call" and other outreach programs
- Facilitate outreach partnerships throughout the community, liaise with other Outreach Workers in Edmonton and attend Interagency Outreach and other meetings as required
- Maintain records of all outreach clients, referrals, contacts and programs ensuring confidentiality as per NESAs's Records Information Management program
- Provide accurate monthly statistics (number of referrals, meetings, mileage etc) to Executive Director for reporting to Board of Directors and Funders

- Oversee the submission of Outreach information to monthly newsletter and seasonal Program & Activity Guide
- Oversee annual Health & Wellness Fair
- Assist with annual Volunteer Appreciation Event

Other duties as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- An undergraduate degree in Social Work (RSW) or other related field.
- Consideration will be given to those who have a diploma in a related field along with previous experience in working in human services.
- Familiarity with the Code of Ethics & Standards of Practice
- Demonstrated knowledge and interest in the area of gerontology
- Excellent communications, assessment and interviewing skills
- Knowledge of community services and resources pertaining to older adults
- Evidence of sensitivity and respect for individuals regardless of age, race, culture, socio-economic status, religion, sexual orientation, or belief systems
- Ability to be flexible and adapt to changes in policy, environment, and/or situation
- Evidence of good professional boundaries
- Commitment to continued development of clinical skills
- Demonstrated ability to work both as a member of a team as well as alone
- A vehicle and valid operator's license is required
- The successful candidate will be required to obtain a satisfactory Police Information Check Certificate including Vulnerable Sector Check from the police agency in the jurisdiction in which they reside

Hours of Work: Fulltime (35 hours per week, flexible)

Salary: \$44,500 - \$54,200 annually

Posting Closes: Till suitable candidate is found

Start Date: ASAP

Resumes accepted in person, by mail or fax to above address or email to info@nesa1.ca