

## St. Albert Seniors Association

### Position Description

<b>Position Title</b>	<b>Senior Services Coordinator</b>		
<b>Reports to:</b>	Executive Director		
<b>Last Updated By:</b>	Jonna Grad	<b>Date:</b>	June 25, 2018
<b>Reviewed by Employee:</b>	Jonna Grad	<b>Date:</b>	June 25, 2018
<b>Approved by Executive Director:</b>	Jonna Grad	<b>Date:</b>	June 25, 2018

#### **Position Description**

##### **Results**

Supports are provided that help sustain St. Albert seniors as active participants in the community leading to:

- Increased personal sense of independence
- Increased healthy lifestyle and well-being
- Individuals connecting with others in a safe environment
- Reduced social isolation
- Awareness of the community resources and programs available to assist them

##### **Impacts**

- The community of St. Albert views the Club as a resource center for seniors and as an asset and a valuable key provider of programs, events and activities for seniors
- Funders and community organizations delivering seniors services perceive the Club as a resource center for seniors where valuable supports and services are provided.
- Volunteers feel their contribution is valued and rewarding

##### **Summary of Key Roles and Responsibilities**

- Assist and support St. Albert seniors to identify and access available community supports; develop, plan, organize and deliver information sessions on seniors issues and create social opportunities, intergenerational activities, participate in senior-serving agency events **(60%)**
- Coordinate the Bus operations and Bus Driver **(20%)**
- Coordinate Meals on Wheels & Wheels to Meals program **(20%)**

##### **Major functions** with estimated percentage/range of time spent on each function

- Assist and support St. Albert seniors to identify and access available community supports; develop, plan, organize and deliver information sessions on seniors issues and create social opportunities, intergenerational activities, and participate in senior-serving agency events **(60%)**
  - Provide information, referrals and assistance to seniors and/or their family members
  - Be informed about current programs, activities and events of St. Albert Seniors Association and those of other community services providers
  - Follow-up with clients to ensure that appropriate information and referrals were provided and to determine if other assistance is required

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- Act as a liaison between, and/or advocate for community service providers and the client and/or their family if needed
  - Develop ,arrange for speakers, organize and deliver information sessions on seniors issues, organize social opportunities and intergenerational activities that address identified needs of seniors and/or gaps in service
  - Supervise and schedule volunteers for outreach programs, including the Transportation Program and social events
  - Update information lists and St Albert Seniors Directory annually
  - Attend & represent St. Albert Seniors Association at community meetings as required
  - Maintain program statistics for purpose of reports, grant applications and evaluation of programs and services.
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- Coordinate Bus operations and Bus Driver **(20%)**
  - Coordinate Meals on Wheels & Wheels to Meals program **(20 %)**

#### Qualifications (knowledge, education, experience, skills and abilities)

##### Education and Knowledge

- A college diploma in Social Service, preferably with seniors coursework
- Knowledge of seniors issues and local community resources

##### Experience

- 3 years working in a Human Services organization, ideally with seniors
- Experience working with volunteers
- Knowledge of Microsoft Word and Excel and Outlook

##### Skills and Abilities

- Excellent verbal and written communication skills
- Strong relationship building abilities
- Ability to work collaboratively as part of a team, as well as independently
- Strong problem solving and advocacy skills
- Experience developing and giving presentations
- Ability to multi-task and set priorities among competing requests

##### Additional Notes (Special Requirements and Working Conditions)

- Current Certified Criminal Record and Vulnerable Sector Checks before hiring
- Holds a valid First Aid/CPR Certificate or is willing to obtain
- Signing of a Confidentiality, Code of Ethics and Computer Usage Agreements upon hire