

# Sage Seniors Association

## Ageing to Sageing Outreach Coordinator

At Sage, a powerful sense of mission influences everything we do. We want every Edmonton senior to live a full and healthy life, to do as much as they can, as well as they can, for as long as they can. To do this well, to strive to be the best we can be at it, we need great people who are eager to join that mission.

Working with the Ageing to Sageing Community Animator, this position will connect with seniors in North East Edmonton who may be interested in contributing their knowledge, skills and time to making a difference in their community. The Outreach Coordinator is responsible for providing outreach, case-finding and follow-up services addressing the social and emotional needs of older adults through assessment, support, connecting to resources, advocacy, system navigation, identification of system gaps and engaging community to fill those gaps.

The successful candidate will hold a degree or diploma in Social Work. Experience working with older adults and familiarity with community development are considered assets. The position requires the ability to become registered with the Alberta College of Social Workers, hold a valid Driver's License and show proof of 2 million dollar liability insurance.

This is a Permanent, Fulltime position.

For a complete job description, please visit our website: [www.MySage.ca](http://www.MySage.ca)

Please submit your resume by **Feb 1, 2018** to:

Barb Carroll  
Human Resources  
Sage  
15 Sir Winston Churchill Square  
Edmonton AB T5J 2E5  
Fax: 426- 5175  
Email: [bc Carroll@MySage.ca](mailto:bc Carroll@MySage.ca)

While we appreciate all applications, only candidates selected for an interview will be contacted.  
**No phone calls please.**



## POSITION DESCRIPTION

**Position:** Outreach Coordinator  
**Program:** AGEING TO SAGEING  
**Reports to:** Director of Operations  
**Date Approved:** April 2016

This position will work with the Ageing to Sageing Community Animator to connect with seniors who may be interested in contributing their knowledge, skills and time to making a difference in their community. The Outreach Coordinator is responsible for providing outreach, case-finding and follow-up services addressing the social and emotional needs of older adults through assessment, support, connecting to resources, advocacy, system navigation, identification of system gaps and engaging community to fill those gaps. They will also foster social supports by connecting them to seniors' centres and other community resources to increase their social connections.

The Outreach Coordinator will connect seniors to the Outreach program at the North East Seniors Association (NESA), community organizations via the C5 Community Hub and engagement opportunities via the A2S program.

### RESPONSIBILITIES:

Area of Responsibility	Tasks
<b>Direct Services</b>	<ul style="list-style-type: none"> <li>• Seek out seniors who may be interested in and able to contribute to their community and connect them with the A2S Community Developer</li> <li>• Assist seniors to identify strengths and skills that they can contribute to their community;</li> <li>• Assist seniors in identifying barriers to contributing to their community and/or accessing resources and support them in overcoming these;</li> <li>• Seek out seniors who may be at risk and provide supports for their identified needs;</li> <li>• Assist seniors in making meaningful social connections within their community, seniors' centres, and/or through volunteerism, when appropriate;</li> <li>• Provide comprehensive assessments;</li> <li>• Provide support to seniors who are frail and/or isolated and/or having difficulty with a life transition;</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide referrals and collaborate with Sage program and other community resources for the benefit of the client;</li> <li>• Refer seniors with complex needs who require longer term outreach support to the NESAs Outreach program;</li> <li>• Coordinate the organization and delivery of services for seniors with unmet needs;</li> <li>• Advocate on behalf of clients where needed;</li> <li>• Schedule appointments with clients in office or in their homes, depending on the individual's needs;</li> <li>• Assist senior in making meaningful social connection within their community, seniors' centres, and/or through volunteerism, when appropriate;</li> <li>• Attend monthly case management meetings at Sage;</li> <li>• Attend monthly meetings with Ubuntu as identified as beneficial;</li> <li>• Work within a team environment to assist with challenging cases;</li> <li>• Identify gaps in service;</li> <li>• Advocate for system change;</li> <li>• Organize and deliver public education as required;</li> <li>• Participate on internal and external committees as required.</li> <li>• Develop and offer group support as necessary;</li> <li>• Assist with seniors involvement through the Community Hub at Ubuntu.</li> </ul>
<b>Volunteer Coordination</b>	<ul style="list-style-type: none"> <li>• Provide on-going support, encouragement and recognition to volunteers in the A2S program;</li> <li>• Provide on-going support, encouragement and recognition to students and volunteers in the program;</li> <li>• Assist with the annual volunteer appreciation events.</li> </ul>
<b>Planning and Program Development</b>	<ul style="list-style-type: none"> <li>• Maintain statistical data;</li> <li>• Identify opportunities for improving and supporting older adults in need of specialized support services;</li> <li>• Assist with the development of policies and procedures for the A2S program;</li> <li>• Develop standard forms and processes for all aspects of the A2S program, when required;</li> <li>• Keep up to date on resources for seniors;</li> <li>• Keep up to date on development/research in the field of gerontology.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Other duties as assigned/required.</li> <li>• Participate in planning and implementation of workshops and special events within a team environment.</li> </ul>

## **QUALIFICATIONS**

- College or University prepared in a wellbeing related field, such as community development, recreation therapy, social work, nursing, occupational therapy.
- Hold a valid First Aid certificate.
- Be able to provide a Criminal Record Check.
- Have (and be prepared to use) a vehicle and possess a valid Class 5 driver's license.
- Be able to obtain \$2 million auto liability insurance.
- Have a clear understanding of inclusive, anti-oppressive practice.

## **SKILLS and EXPERIENCE**

- Experienced in community-based case management.
- Program development and implementation experience;
- Able to demonstrate a good understanding of the needs of older people;
- Knowledge of community resources and services related to older people;
- Self-motivated, able to work independently when required and able to work as part of a team.
- Excellent communication skills;
- Excellent problem solving skills;
- Familiarity and experience with issues related to senior volunteers;
- Understand the concept of community development;
- Computer literacy, especially Word for Windows and Excel.

## **TERM**

This is a permanent full-time position.

## **HOURS OF WORK**

35 hours per week. Office hours are generally 8:30 a.m. to 4:30 p.m. with a 1 hour unpaid lunch break, unless otherwise advised or participating in the Compressed Work option. However, this position may be required to work different hours in order to connect with seniors in their communities.

## **SALARY LEVEL**

The salary range for this position starts at \$41,616 per annum, plus benefits and pension contributions as defined by Board policy. Rates above the base salary rate will be considered based on assessment of the successful candidate's education, skills, previous experience and other factors.