

# **Sage Seniors Association**

## **Part-time Follow up 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.

This position is responsible for providing follow up services to seniors recently discharged from the Sage Seniors' Safe House program. This includes assessing needs, providing information and support and client advocacy while assisting them in becoming familiar and safe in their new community.

The successful candidate will hold a degree or diploma in Social Work. Experience working with older adults and/or victims of abuse is required. The position requires the ability to become registered with the Alberta College of Social Workers and the use of a vehicle.

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

Please submit your resume by **July 30, 2018** to:

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

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



## **POSITION DESCRIPTION**

**Position:** Part time Follow up Coordinator

**Program:** Safe House

**Reports to:** Safe House Manager

**Date Approved:** January 2017

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The Follow up Coordinator is responsible for providing follow up services to seniors recently discharged from the Safe House program. This includes assessing needs, providing information and support and client advocacy while assisting them in becoming familiar and safe within their new community. The position will work with Safe House staff to become familiar with the intake and discharge process and discharge plans.

<b>Area of Responsibility</b>	<b>Tasks</b>
<b>Case Coordination</b>	<b>Follow up services:</b> <ul style="list-style-type: none"><li>• Develop a time limited Case Plan with recently discharged client bases on their goals;</li><li>• Visit clients in their new environment within two weeks of discharge from the Safe House;</li><li>• Provide hands-on support to achieve the goals identified;</li><li>• Revisit their safety plan to be certain it is relevant to their present situation;</li><li>• Coordinate other community services required;</li><li>• Refer to other community outreach workers once the care plan complete and the client requires more support;</li><li>• Complete Safe House Exit Surveys;</li><li>• Record information into data base on a daily basis;</li><li>• Co-facilitate weekly support group;</li><li>• Attend weekly Case Planning meetings;</li><li>• Assist in the daily operations as necessary;</li><li>• Respond to the Intake Line as required;</li><li>• Identify gaps in services;</li><li>• Advocate for system change;</li><li>• Connect, liaise and collaborate with community</li></ul>

	<p>agencies serving older adults experiencing abuse and agencies working with others experiencing family violence;</p> <ul style="list-style-type: none"> <li>• Provide statistical information and reports as required;</li> <li>• Provide public education regarding issues of Elder Abuse and the Safe House program as required;</li> <li>• Participate on internal and external committees as required.</li> </ul>
<b>Volunteer Coordination</b>	<ul style="list-style-type: none"> <li>• Coordinate training and supervision of program(s) volunteers as required;</li> <li>• Provide on-going support and encouragement to volunteers in the Outreach/Follow up program.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Assist in the development and implementation of program procedures;</li> <li>• Other duties as required.</li> </ul>

### **QUALIFICATIONS**

- Social Work degree or diploma;
- Ability to become registered with the ACSW;
- A clear criminal record check is required;

### **SKILLS and EXPERIENCE**

- Understanding of elder abuse and it's impact on the individual;
- Excellent interview, assessment and communication skills;
- Knowledge of community resources and services related to older people and care providers;
- Knowledge of the legal system;
- Excellent planning, writing and organizational skills;
- Computer literate with familiarity with Windows, Microsoft Word; Excel and Power Point;
- Self-motivated and able to work as part of a team;
- Vehicle with 2 million dollar liability insurance is required.

### **HOURS OF WORK**

20 hours per week

### **SALARY LEVEL**

\$22.87 per hour plus benefits and pension contributions as defined by board policy. Rates above base salary rate will be considered based on assessment of the successful candidates' education, skills, previous experience and other factors.