



POSITION DESCRIPTION

Position: Safe House Coordinator

Program: Seniors' Safe House

Reports to: Safe House Manager

Date Approved: June 2018

OVERVIEW OF THE POSITION:

This position is responsible for providing trauma informed support within an anti-oppressive framework to older adults who have experienced abuse. In addition to coordinating accommodation in Sage Seniors' Safe House, this position coordinates services required by program clients, arranging timely discharge from the program and periodic follow-up of discharged clients. Along with case management, this position will assist in informing potential referral sources about the service, coordinating the services provided by the participating agencies and working with the various agencies to ensure the needs of the clients are met.

RESPONSIBILITIES:

Area of Responsibility	Tasks
Case Coordination	<ul style="list-style-type: none"> • Assess the needs of individuals who are referred to the Safe House for service; • Assess the suitability of the client for the Safe House program; • Complete intakes of the clients coming into the program; • Develop case plans for clients admitted to the Seniors' Safe House program; • Provide case management to program clients as per the case plan; • Provide hands on assistance as well as coordination of other services for the client; • Assist in coordination of services to be provided by community agencies to Seniors' Safe House clients; • Work with client and her/his family, as required, to address issues of abuse and/or neglect; • Plan for the safe discharge of the client within 60 days;

	<ul style="list-style-type: none"> • Assist the client in establishing a safety plan that would be effective during their stay and revise upon discharge; • Provide periodic follow-up of discharged clients; • Complete client file documentation as required; • Ensure data entered into data base daily.
Planning and Program Development	<ul style="list-style-type: none"> • Assist in maintaining program statistics; • Assist in the ongoing evaluation of the program; • Identify program improvement opportunities; • Assist in the development of program tools and forms; • Assist in the development of program policies and procedures; • Implement policies, procedures and program development strategies; • Assist in keeping information and material for clients current; • Keep current with regards to community resources.
Volunteer Coordination	<ul style="list-style-type: none"> • Assist in the co-ordination and supervision of volunteers; • Provide on-going support and encouragement to Volunteers working with the program.
Other Duties	<ul style="list-style-type: none"> • Ensure all administrative tasks are completed monthly including petty cash and taxi receipts; • Ensure all other house management tasks are taken care of; • Conduct presentations about Seniors' Safe House and the issue of Elder Abuse to agencies, workshops, conferences and other interested parties as required by the Manager; • Represent Sage on external committees as required; • Assist with after hours on call as required; • Participate in agency committees and special events; • As required and/or assigned.

QUALIFICATIONS

- Registered Social Worker, College or University prepared.
- Hold a valid First Aid Certificate.
- Be able to provide a Criminal Record Check that is free of criminal convictions.

- Access to a vehicle with \$2 million auto liability and possession of a valid Class 5 driver's license with a clean driving record an asset but not required.

SKILLS and EXPERIENCE

- Experience working with older adults in a community setting;
- Familiarity with social/psychological issues related to elder abuse and neglect;
- Experience working with victims of abuse, preferably older persons;
- Experience assessing client needs and related risks;
- Experience in case management;
- Knowledge of community resources and services;
- Computer literacy, especially Word for Windows;
- Database experience with Efforts to Outcomes an asset;
- Self-motivated and able to work both independently and as part of a team;
- Excellent time management skills.

TERM

This is a permanent, full-time position.

Salary

\$42,448.00 to start plus benefits and pension plan contributions as defined by Board policy. Rates above base salary may be considered on assessment of education, skills, previous experience and other factors.

HOURS OF WORK

9:00 a.m. to 4:30 p.m. with a .5 hour (one-half hour) unpaid lunch break, unless otherwise advised or participating in the Compressed Work option. This position may be required to work outside these hours based on client/program demands.