



**Assessment, Housing and Outreach Coordinator
Temporary Full-time Position**

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.

Sage is currently accepting applications from **Registered Social Workers or able to be registered** with ACSW, with experience providing outreach, case-finding and follow-up services addressing the social and emotional needs of older adults through assessment, support, connecting to resources, and system navigation. This position assists the older adult in becoming familiar with housing options and works closely with all other internal programs. The Coordinator will work to locate vulnerable individuals who are experiencing isolation, offer support to access resources and help navigating systems that might appear as road blocks to connecting and receiving necessary basic living supports.

These services may be offered at Sage or in the community, depending on the needs of the senior being served.

The position is a full time (35 hours/week) temporary job opportunity until December 2019.

For a complete job description, please visit our website: www.MySage.ca

Please submit your resume with cover letter to:

Miriam Salazar
Human Resources
Sage
15 Sir Winston Churchill Square
Edmonton AB T5J 2E5
Fax: 426- 5175
Email: hr@mysage.ca

The posting will remain open until a suitable candidate is found.

While we appreciate all applications, only candidates selected for an interview will be contacted.



POSITION DESCRIPTION

**Position: Assessment, Housing and Outreach Coordinator
(Temporary Full-time)**

Program: Outreach Services

Reports to: Director of Operations

Date Approved: January 2019

This position provides assessment, information, referral, support and assistance to older adults addressing basic needs as well as social and emotional needs as identified by the individual senior.

This includes assisting the older adult in becoming familiar with housing options, support when making a decision to downsize homes and provide referrals in regards to landlord tenancy issues. Other tasks include helping older adults prioritize their needs and make informed referral as necessary as well as responding to calls from families of older adults, community members and professionals regarding available resources.

The Coordinator will work to locate vulnerable individuals who are experiencing isolation, offer support to access resources and help navigating systems that might appear as road blocks to connecting and receiving necessary basic living supports. This will include working with multicultural seniors and other diverse populations. The Coordinator will provide information about services, provide practical supports, assist in filling out forms and provide advocacy.

The successful candidate will also be 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, and system navigation. They will also foster social supports by connecting them to seniors' centres and other community resources to increase their social connections.

These services may be offered at Sage or in the community, depending on the needs of the senior being served.

RESPONSIBILITIES:

Area of Responsibility	Tasks
Direct Services	<ul style="list-style-type: none">• Respond to telephone and walk-in clients providing comprehensive needs assessments;• Provide assistance and resource information as required;• Make supported referrals to appropriate internal and external programs and services;• Provide information, referral and support to seniors and/or their families regarding housing options and issues;• Assist seniors in accessing the services they require in order to relocate;• Provide assistance in filling out forms or make appointments for this purpose with designated volunteers;• Provide general information concerning government and non-government programs, benefits and services to seniors;• Assist seniors in resolving difficulties with government systems and with Housing providers;• Assist seniors in navigation of systems including Landlord and Tenancy issues;• Make contact with subsidized housing providers regarding availability of housing;
Planning and Program Development	<ul style="list-style-type: none">• Maintain program utilization statistics;• Ensure data entry is kept up to date;• Assist in the ongoing evaluation of the programs;• Identify program improvement opportunities;• Implement policies, procedures and program development strategies;• Develop workshop materials.
Volunteer Co-ordination	<ul style="list-style-type: none">• Assist in the co-ordination, training, and supervision of program volunteers;• Provide on-going support and encouragement to volunteers in the program.
Community Relations	<ul style="list-style-type: none">• Promote the program and its resources in the community through presentations and/or participating in housing displays;• Network with agencies in the community that address seniors' issues;• Provide information and referral to other community resources as required;• Keep up to date on new housing sites in the

	<p>community;</p> <ul style="list-style-type: none"> • Visit various housing sites in order to provide seniors with up to date knowledge and connect with housing providers.
Other Duties	<ul style="list-style-type: none"> • Participate in planning and implementation of workshops and special events within a team environment; • Attend scheduled meetings as required • As required and/or assigned.

QUALIFICATIONS

- Registered Social Worker with the ACSW or able to be registered with ACSW;
- Experience in the Human Services field preferably with seniors;
- Knowledge of Seniors Housing options in Edmonton

SKILLS and EXPERIENCE

- Experience working with older people and volunteers;
- Understanding of older people's issues and housing options for older people;
- Familiarity and experience with social/psychological issues faced by older people and their families as they deal with life transitions;
- Experience in working with diverse cultures;
- Understanding of the barriers facing seniors from diverse cultures;
- Excellent interview, assessment, communication, and presentation skills;
- Knowledge of community resources and services related to older people and care providers;
- Excellent organizational skills;
- Computer literate with familiarity with Windows 98 and Microsoft Word;
- Self-motivated and able to work as part of a team.

HOURS OF WORK

35 hours per week. Specific hours of work to be coordinated with the Supervisor but general office hours are 8:30 – 4:30, Monday to Friday. Temp to December 2019.

SALARY LEVEL

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