



POSITION DESCRIPTION

Position: Part time Follow up Coordinator

Program: Safe House

Reports to: Safe House Manager

Date Approved: July 2021

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.

Area of Responsibility	Tasks
<p>Case Coordination</p>	<p>Follow up services:</p> <ul style="list-style-type: none"> • Develop a time limited Case Plan with recently discharged client bases on their goals; • Visit clients in their new environment within 1 month of discharge from the Safe House as requested; • Provide hands-on support to achieve the goals identified; • Revisit their safety plan to be certain it is relevant to their present situation; • Coordinate other community services required; • Refer to other community outreach workers once the care plan complete if the client requires more support; • Provide Safe House Exit Surveys; • Record information into data base on a daily basis; • Co-facilitate weekly support group; • Attend weekly Case Planning meetings; • Assist in the daily operations as necessary; • Respond to the Intake Line as required; • Identify gaps in services; • Advocate for system change; • Connect, liaise and collaborate with community agencies serving older adults experiencing abuse and agencies working with others experiencing family

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

QUALIFICATIONS

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

SKILLS and EXPERIENCE

- Understanding of elder abuse and/or domestic violence and its impact on the individual;
- Excellent interview, assessment and communication skills;
- Knowledge of community resources and services related to older adults and care providers;
- Knowledge of the legal system;
- Excellent planning, writing and organizational skills;
- Self-motivated and able to work as part of a team;
- Vehicle in good repair with 2 million dollar liability insurance is required.

HOURS OF WORK

20 hours per week.

SALARY LEVEL

Starting at \$23.32 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.