



POSITION DESCRIPTION

Position: Safe House Coordinator

Program: Seniors' Safe House

Reports to: Safe House Manager

Date Approved: July 2021

OVERVIEW OF THE POSITION:

Working in collaboration with the Safe House team, 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 access to services required by program 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 and level of risk of individuals who are referred to the Safe House for service;• Assess the suitability of the Safe House program to meet the client's needs;• 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; • 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 as required • 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 preferred;
- Hold a valid First Aid Certificate;
- Undergo Police Information Check including Vulnerable Sector is required;
- Access to a vehicle is not required

SKILLS and EXPERIENCE

- Experience working with older adults;
- Familiarity with social/psychological issues related to elder abuse and neglect;
- Experience assessing client needs and related risks;
- Experience in case management;
- Knowledge of community resources and services;
- 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.

HOURS OF WORK

This is a full-time position (35 hours/week).

9:00 a.m. to 4:30 p.m. with a .5 hour (one-half hour) unpaid lunch break. This position may be required to work outside these hours based on client/program demands.

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.