



## POSITION DESCRIPTION

**Position:** Social Work Specialist  
**Program:** Regional Centre for Healthy Aging (RCHA)  
**Reports to:** Director of Operations  
**Date Approved:** February 2023

---

According to the Canadian Frailty Network, a Regional Center for Healthy Aging is defined as a like-minded team of individuals, residing within a defined geographic area, who are dedicated to implementing and promoting a community-based program to encourage older adults to engage in behavior changes that prevent frailty and promote healthy aging. A RCHA demonstrates evidence of interdisciplinary collaborations and commitment to advancing knowledge dissemination, research, and community engagement to promote a holistic approach to healthy aging.

As a leadership node for multi-sectoral initiatives, a RCHA is responsible for coordinating the implementation and management of the AVOID Frailty Program in a culturally, environmentally, and economically appropriate way that acknowledges and honours the characteristics of community members.

The Social Work Specialist will work to assist Sage and partners in the development of the Northern Alberta Regional Centre for Healthy Aging. The RCHA will provide a framework through which Sage can share knowledge and build capacity for senior serving organizations to identify and address frailty to increase seniors' wellness. Community based senior serving organizations (CBSS) are well suited to address frailty faced by seniors living at home. The Specialist will work with community organizations to assist them in responding to these needs by providing educational opportunities, introducing standardized tools and processes, and strengthening collaborative efforts.

The SW Specialist will:

1. Work with Sage programs to implement the use of the frailty assessments and to support interventions;
2. Work with other CBSS organizations to implement the use of the frailty assessment tools and interventions;
3. Identify and address barriers to utilization of the tools;
4. Provide input into building regional capacity by developing training and provided educational opportunities for identifying and addressing frailty of seniors;
5. Collaborate with and communicate information about the RCHA to other Social Workers in the seniors service industry of the region.

The Social Work Specialist will work with the Project Manager to collaborate with community organizations across Edmonton to identify potential collaborations and opportunities.

In addition, the Social Work Specialist will work to understand how the Healthy Aging Asset Index tool (HAAI) aligns with the Healthy Aging Framework (HAF) in Alberta. The role will also be aware of the Social Determinates of Health and implications when using the assessment tools within low-resourced senior populations.

At Sage, our vision is a community where all seniors are valued and have the opportunity to live according to their beliefs, abilities, and aspirations: we work to meet seniors where they are at and support them through their journey as they see it. We employ an anti-racist and anti-oppressive approach across the organization, and work explicitly to combat ageism to support the holistic wellbeing and full engagement of seniors in our community. As part of this work, seniors will participate in the development of the RCHA, holding the principles of inclusion, diversity, equity, and accessibility as foundational practices is essential in all of Sage endeavors.

**RESPONSIBILITIES:**

<b>Area of Responsibility</b>	<b>Tasks</b>
<b>Implementation of tools</b>	<p>Oversee the implementation of validated assessment tools by:</p> <ul style="list-style-type: none"> <li>• Becoming familiar with the Clinical Frailty Scale (CFS) or virtual version (VFS) and the Healthy Aging Asset Index (HAAI);</li> <li>• Identifying and addressing barriers to using the assessment tools;</li> <li>• Development of a training toolkit;</li> <li>• Working with Sage Social work Managers and colleagues in implementation of tools in all Sage front facing programs;</li> <li>• Working with the Seniors Equity Collective to implement the tools in their work environment;</li> <li>• Supporting database development to gather reporting information and to assist staff in tracking change and further case plan development.</li> </ul>
<b>Community Engagement</b>	<p>Work within the Seniors Equity Collective to;</p> <ul style="list-style-type: none"> <li>• increase understanding of the benefit to using the assessment tool kit to assess, prevent and respond to frailty when working with low-resourced seniors and/or those with structural vulnerabilities.</li> <li>• Implement the use of the tool kit.</li> </ul> <p>Identify other CBSS organizations interested in utilizing the tool kit and assist them;</p> <ul style="list-style-type: none"> <li>• in understanding the benefit to using the tool kit;</li> <li>• in the implementation of the tools through education, troubleshooting and activation.</li> </ul> <p>Work with the Project Manager and the Director of Operations to build upon established community relationships in implementation plans.</p>
<b>Personnel</b>	<p>Train Sage program staff as required;            Provide ongoing support to Sage staff;            Provide feedback to Project Manager and Director of Operations for program improvements;            Participate in yearly performance and professional development reviews;            Ensure adherence to Sage policies including privacy policies.</p>
<b>Volunteer Coordination</b>	<p>Provide on-going support, encouragement and recognition to students and volunteers in the RCHA program;</p> <p>Assist with volunteer appreciation events at Sage.</p>

<p><b>Planning and Program Development</b></p>	<p>Work with the Director of Operations to:</p> <ul style="list-style-type: none"> <li>• develop of policies and procedures as needed</li> <li>• implement standard forms and processes for all aspects of the program as required;</li> <li>• mobilize information, tools, and resources that support CBSS organizations</li> </ul> <p>Support evaluation of the program by</p> <ul style="list-style-type: none"> <li>• working with the evaluation team to develop an effective evaluative framework for the program</li> <li>• recommending changes to statistical data required to meet targeted outcomes as needed</li> <li>• assisting with data collection and reporting</li> <li>• analyzing data to identify gaps in service</li> <li>• ensuring relevant data collection is accurate and current</li> </ul>
<p><b>Other Duties</b></p>	<p>Other duties as assigned/required.</p> <p>Participate in planning and implementation of workshops and special events within a Sage team environment.</p> <p>Provide cover off for other Program Managers and/or Director of Operations as required.</p>

**QUALIFICATIONS:**

- Master’s Degree in Social Work Preferred
- Registered Social Worker
- Be able to provide a clear Police Check including a vulnerable persons check
- Have (and be prepared to use) a vehicle and possess a valid Class 5 driver’s license
- Be able to obtain \$2 million auto liability insurance
- Have a clear understanding of inclusive, anti-oppressive practice
- Must be fully vaccinated against Covid-19

**SKILLS and EXPERIENCE**

- Experienced in community engagement
- Program development and implementation experience
- Understand ageism and its impact on society and individuals
- Self-motivated, able to work independently when required and able to work as part of a team
- Excellent communication skills
- Excellent problem-solving skills
- Computer literacy, especially Windows and Sharepoint/Teams

**TERM**

This is a permanent full-time position.

**HOURS OF WORK**

35 hours per week. Office hours are generally 8:30 a.m. to 4:30 p.m. with a 1-hour unpaid lunch break, but alternate start times can be discussed with supervisor.

**SALARY LEVEL**

The salary range for this position starts at \$47,7554 to \$59,908. Rates above the base salary rate will be considered based on assessment of the successful candidate's education, skills, previous experience and other factors. Sage Seniors Association provides a 5% matched defined Contribution Pension plan as well as Employer paid Health & Dental benefits. Sage Seniors Association offers an outstanding work life balance for Employees including sick leave accruals, 3 weeks of vacation to start as well as paid time off between Christmas and New Year's Day, a hybrid working environment as well as the option for a compressed work week.