



## **Health Services Navigator 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.

The successful candidate will be responsible for providing outreach, case-finding and follow-up services addressing the social, emotional and health 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.

This includes assisting the older adult in becoming familiar with housing options including transitional housing. This position will provide in home outreach services to allow seniors to stay in their own home in order to improve quality life and well-being.

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

Qualifications of this position include:

- Bachelor degree and registered Social Worker with the ACSW or able to be registered with ACSW;
- Experience in the Human and Health Services field preferably with seniors;
- Knowledge of health systems for seniors, including transitions of care;
- Knowledge of resources for seniors in Edmonton;
- Undergo Police Information Check including Vulnerable Sector;
- 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.

The position is a temporary full-time (35 hours/week) job opportunity for approximately 12 to 18 months. \$47,754 base rate per annum. Rates above the base rate will be considered based on assessment of the successful candidate's education, skills, previous experience and other factors.

For a complete job description, please visit our website: [www.MySage.ca](http://www.MySage.ca)

Please submit your cover letter and resume by July 25<sup>th</sup> to:

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

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



## POSITION DESCRIPTION

**Position:** Temporary Health Services Navigator

**Program:** Health Services

**Reports to:** Director of Operations

**Date Approved:** July 2019

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This includes assisting the older adult in becoming familiar with housing options including transitional housing. This position will provide in home outreach services to allow seniors to stay in their own home in order to improve quality life and well-being.

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
<b>Direct Services</b>	<p><b>Follow up services:</b></p> <ul style="list-style-type: none"> <li>• Provide comprehensive assessments;</li> <li>• Establish case plans that are client centered and holistic;</li> <li>• Monitor and evaluate appropriate case plans at regular intervals to assess changing intervention needs;</li> <li>• Coordinate the organization and delivery of services for seniors with unmet needs;</li> <li>• Assist seniors in identifying barriers to accessing resources and support them in overcoming these;</li> <li>• Advocate on behalf of clients where needed;</li> <li>• Schedule appointments with clients in office or in their homes, depending on the individual's needs;</li> <li>• Provide information, referral and support to seniors and/or their families regarding housing options including transitional housing and issues;</li> <li>• Provide assistance in transitions in care (to labs, specialists);</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with form filling such as applications for DATS, Easter Seals, and other equipment;</li> <li>• Assist senior in making meaningful social connection within their community, seniors' centres, and/or through volunteerism, when appropriate;</li> <li>• Attend monthly case management and weekly health services meetings;</li> <li>• Work within a team environment to assist with challenging cases.</li> <li>• Seek out seniors at risk and provide supports for their identified needs;</li> <li>• Collaborate with other agencies and professionals for the benefit of the client;</li> <li>• Develop relationships with home care and transition services;</li> <li>• Participate on internal and external committees as required;</li> <li>• Be the primary point person for navigation for the Health Services program, supported by the MOA.</li> </ul>
<b>Volunteer Coordination</b>	<ul style="list-style-type: none"> <li>• Assist in the co-ordination, training, and supervision of students and volunteers;</li> <li>• Provide on-going support, encouragement and recognition to students and volunteers in the program.</li> </ul>
<b>Planning and Program Development</b>	<ul style="list-style-type: none"> <li>• Maintain statistical data;</li> <li>• Identify opportunities for improving and supporting older adults in need of specialized support services;</li> <li>• Assist in the development and implementation of new group programs and services (e.g. support group for isolated seniors), when required;</li> <li>• Assist in the development and promotion of the program within health systems</li> <li>• Keep up-to-date with changes in health services;</li> <li>• Maintain operations by following policies and procedures; reporting needed change;</li> <li>• Keep abreast of current resources for seniors;</li> <li>• Keep up to date on development/research in the field of gerontology.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Participate in planning and implementation of workshops, conferences and special events within a team environment.</li> <li>• Attend scheduled meetings as required</li> <li>• As required and/or assigned.</li> </ul>

## **QUALIFICATIONS**

- Bachelor degree and registered Social Worker with the ACSW or able to be registered with ACSW;
- Experience in the Human and Health Services field preferably with seniors;
- Knowledge of health systems for seniors, including transitions of care;
- Knowledge of resources for seniors in Edmonton;
- Undergo Police Information Check including Vulnerable Sector;
- 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.

## **SKILLS and EXPERIENCE**

- Experienced in community-based in case management;
- Program development and implementation experience;
- Experience working with older people and volunteers;
- Able to demonstrate a good understanding of the needs of older people;
- Knowledge of community resources and services related to older people and care providers;
- Familiarity with medical, privacy and insurance legislation;
- Knowledge of healthcare operations;
- Experience in working with diverse cultures;
- Excellent interview, assessment, communication, and presentation skills;
- Excellent organizational and multitasking skills;
- Self-motivated and able to work as part of a team;
- Computer literacy, especially Word for Windows and Excel.

## **LENGTH OF POSITION AND HOURS OF WORK**

Temporary full time position (35 hours/week) for approximately 12 to 18 months. Hours per week with a 1 hour unpaid lunch break each day. Specific hours of work to be coordinated with the Supervisor but general office hours are 8:30 – 4:30, Monday to Friday.

## **SALARY LEVEL**

\$47,754 base rate per annum. Rates above the base rate will be considered based on assessment of the successful candidate's education, skills, previous experience and other factors.