



## Safe House Coordinator

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.

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 services required by program clients, arranging timely discharge from the program and periodic follow-up of discharged 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.

Qualifications of this position include:

- Registered Social Worker, College or University prepared;
- Hold a valid First Aid Certificate;
- Undergo Police Information Check including Vulnerable Sector;
- Access to a vehicle with \$2 million auto liability and possession of a valid Class 5 driver's license with a clean driving record an asset but not required.

The position is a permanent full-time (35 hours/week) job opportunity. This position may be required to work outside these hours based on client/program demands. \$42,448 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 **September 24<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:** Safe House Coordinator

**Program:** Seniors' Safe House

**Reports to:** Safe House Manager

**Date Approved:** August 2019

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### **OVERVIEW OF THE POSITION:**

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 services required by program clients, arranging timely discharge from the program and periodic follow-up of discharged 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:**

<b>Area of Responsibility</b>	<b>Tasks</b>
<b>Case Coordination</b>	<ul style="list-style-type: none"><li>• Assess the needs and level of risk of individuals who are referred to the Safe House for service;</li><li>• Assess the suitability of the Safe House program to meet the client's needs;</li><li>• Complete intakes of the clients coming into the program;</li><li>• Develop case plans for clients admitted to the Seniors' Safe House program;</li><li>• Provide case management to program clients as per the case plan;</li><li>• Provide hands on assistance as well as coordination of other services for the client;</li><li>• Assist in coordination of services to be provided by community agencies to Seniors' Safe House clients;</li><li>• Work with client and her/his family, as required, to address issues of abuse and/or neglect;</li><li>• Plan for the safe discharge of the client within 60 days;</li></ul>

	<ul style="list-style-type: none"> <li>• Assist the client in establishing a safety plan that would be effective during their stay and revise upon discharge;</li> <li>• Provide periodic follow-up of discharged clients;</li> <li>• Complete client file documentation as required;</li> <li>• Ensure data entered into data base daily.</li> </ul>
<b>Planning and Program Development</b>	<ul style="list-style-type: none"> <li>• Assist in maintaining program statistics;</li> <li>• Assist in the ongoing evaluation of the program;</li> <li>• Identify program improvement opportunities;</li> <li>• Assist in the development of program tools and forms;</li> <li>• Assist in the development of program policies and procedures;</li> <li>• Implement policies, procedures and program development strategies;</li> <li>• Assist in keeping information and material for clients current;</li> <li>• Keep current with regards to community resources.</li> </ul>
<b>Volunteer Coordination</b>	<ul style="list-style-type: none"> <li>• Assist in the co-ordination and supervision of volunteers;</li> <li>• Provide on-going support and encouragement to Volunteers working with the program.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Ensure all administrative tasks are completed monthly including petty cash and taxi receipts;</li> <li>• Ensure all other house management tasks are taken care of;</li> <li>• 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;</li> <li>• Represent <b>Sage</b> on external committees as required;</li> <li>• Assist with after hours on call as required;</li> <li>• Participate in agency committees and special events;</li> <li>• As required and/or assigned.</li> </ul>

## QUALIFICATIONS

- Registered Social Worker, College or University prepared;
- Hold a valid First Aid Certificate;
- Undergo Police Information Check including Vulnerable Sector is required;
- Access to a vehicle with \$2 million auto liability and possession of a valid Class 5 driver's license with a clean driving record an asset but not required.

## **SKILLS and EXPERIENCE**

- Experience working with older adults in a community setting;
- Familiarity with social/psychological issues related to elder abuse and neglect;
- Experience working with victims of abuse, preferably older persons;
- Experience assessing client needs and related risks;
- Experience in case management;
- Knowledge of community resources and services;
- Computer literacy, especially Word for Windows;
- 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 permanent, 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.