

Seniors Safety & Social Inclusion Coordinator (Richmond County)

Dr. Kingston Memorial Community Health Centre (DKMCHC)

1 YEAR TERM - FULL-TIME

WEEKDAYS WEEKENDS EVENINGS

Description

Dr. Kingston Memorial Community Health Centre is looking to hire a **Seniors' Safety & Social Inclusion Coordinator** for Richmond County.

Job Posting Closing Date: on or before Tuesday 4th of July 2023, 11:59 PM

About Dr. Kingston Memorial Community Health Centre

The Dr. Kingston Memorial Community Health Centre [the Centre] has grown and evolved from a single physician practice to a Community Health Centre where primary health clinicians work together to provide comprehensive, coordinated care for patients living in our catchment area. Almost half of our community members are seniors and many live with material deprivation.

The Objectives of the Centre are:

- a. To offer programs & services in primary care, health promotion & community care;
- b. To deliver programs & services through integrated, multi-disciplinary teams;
- c. To operate as a non-profit & increase community-based decision-making;
- d. To advance health equity and improve well-being for all; and
- e. To go beyond medical needs and address underlying social and economic conditions.

About the Position

The Coordinator will be a part of the care team at the Centre, reporting to the Centre Managing Director and the Seniors Safety Advisory Committee. The goal of the Seniors' Safety and Social Inclusion program is to provide seniors with information and tools that will help increase their safety and inclusion, support their independence, and enhance their overall level of health and well-being.

Purpose

The Seniors' Safety & Social Inclusion Coordinator will be a resource for seniors to contact if they have needs, concerns, or questions regarding their overall safety and well-being in their community.

Responsibilities

- Promote information to seniors through educational sessions (e.g., senior abuse prevention, falls prevention, frauds and scams awareness, and general safety and health aging information of interest to seniors)
- Conduct and arrange presentations with local partners and organizations for seniors' groups
- Implement a variety of senior safety programs to address topics such as senior abuse awareness, home security, falls prevention, fraud and scam prevention, safe driving, fire prevention, health & wellness, legal information session, etc.
- Refer seniors to applicable services and programs
- Provide direction and support to seniors through visits, telephone calls, or communication method of their choice
- Develop and maintain effective working relationships with local agencies and special interest groups that are client based and relate to healthy aging and overall senior safety
- Implement direction from the Dr. Kingston Memorial Community Health Centre Board, Managing Director
- Seek input and guidance from the Richmond County Seniors' Safety & Social Inclusion Advisory Committee
- Provide a written report monthly
- Engage the Dr. Kingston Memorial Community Health Centre and Richmond County Seniors' Safety & Social Inclusion Advisory Committee in the on-going development of the program and the program's activities
- Implement programs that represent the values and priorities of the Dr. Kingston Memorial Community Health Centre and Age Friendly Communities
- Communicate with the Managing Director regarding your day-to-day schedule

Other Duties

- Perform other duties as directed by the Dr. Kingston Memorial Community Health Centre Board and Managing Director that include but are not limited to the following: presentations in community, present updates to the Centre Board on request, prepare for seniors' specific days of recognition (e.g., International Seniors Day and Elder Abuse Awareness Day).

To apply:

Please send a cover letter and resume detailing your education and work experience relevant to the role to sherrysampson.dkmchc@gmail.com with the subject line as: **DKMCHC – Seniors' Safety & Social Inclusion Coordinator**

Failure to follow these instructions may result in disqualification.

Applications must be received on or before July 4 of 2023, 11:59 PM

Requirements

Desired Profile, Qualifications, and Requirements

- Work location is in Dr. Kingston Memorial Community Health Centre and travel will be required.
- Some after-hours and weekend meetings will be required.
- A post-secondary education in community development, social science, or human services
- A minimum of three years of job and volunteer-related experience; or an equivalent combination of education and experience
- Ability to obtain RCMP Level 1 Security Clearance
- Computer Skills - Including Experience with MS Office
- Exceptional time-management and organizational skills
- Capacity to multi-task with flexibility, show initiative, and often provide self-direction
- Ability to prioritize and make decisions
- Experience in hosting presentations and facilitating workshops
- Must be able to work cooperatively as well as independently

Intended Job Posting Audience

This employment opportunity is open for: Canadian, Permanent Residents, and Temporary Residents who are able to work for any employer in Canada (Study Permit and Open work permit holders).

Only applicants who are authorized to work in Canada will be considered.