



## **Seniors Safety & Social Inclusion Coordinator (Richmond County)**

**1 Year Term with potential for renewal - 37.5 HRS a week with flexible hours and benefits package.**

### **Description and Purpose**

Dr. Kingston Memorial Community Health Centre is looking to hire a **Seniors' Safety & Social Inclusion Coordinator** for Richmond County to join our dynamic, collaborative team. 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.

### **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:

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

Our Values are:

- Person-centered care conducted with compassion and respect for the dignity of others
- Honouring the individuality of all without judgement or bias
- Commitment to healthy communities & healthy people

## About the Position

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.

The Coordinator will be a part of the supportive, collaborative care team at the Centre, reporting to the Centre Managing Director. The Coordinator will be supported by an advisory team to help them navigate the role.

The role is a **full time 37.5 hrs role with the potential to modify hours to meet your needs. It is a one year term with the potential for renewal** for the successful candidate. In this role there may be **some evening and or weekend work, however, in lieu time is given**. The work location is in Dr. Kingston Memorial Community Health Centre and travel will be required. In this role the successful candidate is entitled to **medical benefits package**, opportunities for **paid professional development** and **all work related travel will be compensated**.

*The rate of pay will be commensurate with experience and qualifications with a starting rate of \$29 per hour.*

## Responsibilities

- Support seniors in navigating grant opportunities, resource sharing , and other needs / opportunities as well as referrals to applicable services and programs
- Support community based seniors initiatives such as the Seniors Take Action Coalition
- Support seniors facing complex issues through a collaborative care team approach.
- Promote information to seniors and community organizations through educational sessions in collaboration with community partners like the RCMP and or Seniors Take Action Coalition (e.g., senior abuse prevention, wellness and mindfulness, Java Music, falls prevention, frauds and scams awareness, We Care Days and general safety information for seniors)
- Implement a variety of community based events or programs to address topics such as senior abuse awareness, wellness, poverty.
- Develop and maintain effective working relationships with local agencies and special interest groups that are client based and relate to overall senior safety and social inclusion.
- Provide a written report monthly
- Attend Seniors' Safety & Social Inclusion Advisory Committee meetings - held to discuss 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.

## 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) and or share resources on the Dr. Kingston Memorial Community Health Centre's social media.

## Desired Profile, Qualifications, and Requirements

- A valid driver license
- Ability to obtain RCMP Level 1 Security Clearance
- A post-secondary education in community development, social science, human services or related field
- A minimum of three years of job and or volunteer-related experience; or an equivalent combination of education and experience
- Training in Trauma Informed Practice - or willingness to obtain this training
- Skills in supportive listening , light counselling or peer support an asset
- Knowledge about federal, provincial and local grants and other funding opportunities is an asset.
- Strong computer skills - including experience with MS Office
- Exceptional time-management and organizational skills
- Capacity to multitask with flexibility and shows initiative
- Knowledge of local support services and seniors services is an asset.
- Has experience in hosting presentations and facilitating workshops
- Must be able to work cooperatively as part of a collaborative team
- The ideal candidate has the ability to respond, navigate and support complex needs in a person first, trauma informed manner with discretion and dignity.
- Ideal candidate is able to work independently, within a team and know when to seek advice from others.( eg. from the Advisory Committee or RCMP)

## To apply:

Please send a cover letter and resume detailing your education and work experience relevant to the role to [sherrysampson.dkmchc@gmail.com](mailto: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 September 15th, 11:59 PM**

### 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.