

POSITION DESCRIPTION

POSITION TITLE:	Community Resource Coordinator
REPORTS TO:	Client Services Manager, NCU Manor
CLASSIFICATION:	Full-time at 36 hours/week
PROBATION:	90 Days
BENEFITS:	Applicable after probation successfully completed
WRITTEN: (date)	October 30, 2018

POSITION SUMMARY

The Community Resource Coordinator is responsible for ensuring that seniors in the town of Niverville and the surrounding 8 km radius are offered support services that will assist them in maintaining their independent living status. The Coordinator is also responsible for the recruitment, recommendation and coordination of volunteers and fee-for-service providers.

Key Objectives:

- Provide support services for all seniors living in Niverville and surrounding area that fall under the program mandate.
- Maintain relationships with volunteers and fee for service providers.
- Create new programs targeted towards seniors and their needs.
- Be the point of contact for all seniors, and provide residents with as many resources as possible.
- Coordinate appointments with seniors and volunteers.

Qualifications:

Knowledge, Skills & Certifications

- Strong leadership and communication skills.
- Experience developing and coordinating new and existing programs for specific groups.
- Ability to establish and maintain good working relationships with seniors, general public, volunteers and providers.
- Willingness to take training courses such as CPR and First Aid.
- Current driver's license.

Duties

- Maintain consistent hours where residents of the community would have personal access to the coordinator.
 - Any adjustments or temporary modifications require approval from the Department Leader.
- Process referrals and requests for service from seniors, other agencies, concerned citizens and family members.
- Coordinator volunteer involvement:

	<ul style="list-style-type: none"> ○ Recruit, interview, orientate and recommend to place providers in positions on the basis of the clients' needs and the skill and experience of the provider. ○ Develop strategies to recruit providers along with the Department Leader. ○ Assist in developing job service descriptions for volunteers indicating specific skill requirements and job expectations. ○ Monitor and record performance of providers and provide constructive appraisals. ○ Ensure recognition of providers. ○ Ensure that Volunteer's driver's license are valid every 6 months. ○ Promote Senior's services and programs. ○ Participate in the evaluation and overall effectiveness of the program and services. ○ Compile and document statistics regarding number of seniors participating in services offered and effectiveness of programs. ○ Maintain strict confidentiality regarding clients and records. ○ Maintain a mileage log including explanations of purpose of trips. ○ Involvement in annual Alzheimer's walk for Niverville, including gathering pledges, and creating a team. ○ Advertise programs and workshops throughout the community. ○ Responsible for Victoria Life Line (or similar services) installations and maintenance. ○ Provide ERIK kits to seniors in the community. ○ Attend Resource Coordinator meetings and conference. ○ Follow the various policies and guidelines set out by Niverville Heritage Holdings as to conducting oneself professionally in the community. ● Other duties as assigned.
--	---

<p>General Requirements:</p>	<ol style="list-style-type: none"> 1. Act in accordance with Niverville Heritage Centre Values, Policies and Procedures at all times. 2. Attend meetings and training and development as required. 3. Maintain confidentiality at all times. 4. Carry out any reasonable and additional duties as requested. 5. Attend occasional evening meetings with committees as required. To be aware of all WHMIS guidelines. 6. Be aware of and comply with safe working practices as laid down by the Health and Safety Act of Manitoba.
-------------------------------------	---