



## **Home Supports Coordinator, part-time, South Edmonton, Alberta**

SouthWest Edmonton Seniors Association (SWESA) is a non-profit organization whose mission is provide opportunities for adults 55+ in southwest Edmonton to pursue healthy and satisfying lives through engagement in a variety of programs and social connections.

<http://swedmontonseniors.ca>

Accountable to the Board of Directors, the Home Supports Coordinator's (HSC) main responsibilities are home supports coordination between service providers and the seniors residing in southwest Edmonton to support seniors' ability to age in their homes. The part-time position is approximately 4 hrs/day, 5 days/week; it is a one year position with possible renewal.

On a day-to-day basis, the HSC will:

- Connect seniors by phone to screened, reliable service providers that charge a fair rate for their services.
- Assess clearances and orient service providers and community volunteers to the Home Supports program.
- Propose programs to service providers and community associations on collaborations that assist seniors.
- Manage the service provider listing and collaborate with the Multi-District Listing Coordinator.
- Share learnings with other senior serving organizations.
- Record referrals and evaluation follow-up; including statistics.
- Perform daily administrative duties (filing, mail processing, record management) working as an integral part of the team and other home supports related duties as required at the direction of SWESA.

**Requirements and Qualifications:** The HSC will have excellent communication, customer service and interpersonal skills. Must be experienced in developing and presenting with PowerPoint; familiar with PIPA (Personal Information Protection Act); and proficient in other Microsoft Office Suite software. Must have effective oral and written communication skills and a commitment to uphold SWESA's mission, values and standards. A Criminal Record check inclusive of Vulnerable Sector and a valid driver's license and vehicle are required for this position.

How to Apply: Applications including 3 references may be submitted by email or mail. The competition will remain open until November 15, 2016 or until a suitable candidate is found.

Mail: Attention: Human Resources Committee  
SouthWest Edmonton Seniors Association  
88008 Rabbit Hill P.O.  
Edmonton, AB, T6R 0M5

OR

Email: Attention: Human Resources Committee  
([swesa.hr@gmail.com](mailto:swesa.hr@gmail.com))