

Bringing care and community together / Jumeler soins et collectivité

**Back-up Service Coordinators
COMMUNITY SUPPORT SERVICES
(ongoing recruitment)**

SCOPE OF POSITION

The Back-up Service Coordinator, is part of a multi-disciplinary team that addresses issues related to seniors and adults with physical disabilities. This position is responsible for working with team members to coordinate and implement service delivery of our various programs, such as Adult Day Program, Congregate Dining, Community Programs, Meals on Wheels, Transportation etc.

EDUCATION / EXPERIENCE

B.A. or SSW with a major in Gerontology, Dementia Studies or Recreation Studies or equivalent in education and training;

Minimum 2 years' experience in social and health services, adult day program setting or community based organization

Experience working with cognitively impaired, multicultural seniors

Volunteer management certificate or equivalency in education/experience considered an asset;

Food Handling Certification required

Clearly demonstrated client assessment skills, using validated assessment tools (Inter RAI suite preferred)

Knowledge of and familiarity with the continuum of care services including community social and health services and long term care;

Strong organizational and communication skills;

Experience in program development, delivery and evaluation;

Knowledge of local communities served;

Must provide a criminal reference check

Valid driver's license and access to a vehicle required.

Language Competencies

Ability to communicate fluently in English, spoken and written;

Ability to communicate fluently in other languages considered an asset.

Computer Competencies

Basic Word, Excel, Access and Outlook.

Client information system experience; preferably CIMS

SALARY / HOURS

Salary is \$22.95 per hour, plus vacation pay. As this is a back-up role there is no guarantee of hours.

Ability to work flexible hours, including weekends

Please submit your resume by 4:30 p.m., Tuesday December 12, 2017

Email to: careers@wocrc.ca
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