



**North Eastman Health Association Inc.
Job Description**

Service to Seniors Coordinator/ Specialist

Position Summary

The Services to Seniors Coordinator/Specialist is responsible for the regional development of community-oriented services, supports and programs that will enhance the health and social well-being of the senior population in the North Eastman region. The Services to Seniors Coordinator/ Specialist is also responsible for the functioning of all of North Eastman Health Association's Adult Day Programs while demonstrating leadership in the commitment to service excellence. The Services to Seniors Coordinator/Specialist will collaborate with other regional colleagues and local communities to identify needs and implement strategies to support the independent living of older adults. The Services to Seniors Specialist has primary responsibilities related to human resource management, provision and program equipment/supplies/environment management, committee participation and communication for all Regional Adult Day Programs. This position functions in a manner consistent with, and supports the Mission, Vision & Values of the North Eastman Health Association.

Reports To: Manager, Senior Support Programs

Location: Location to be determined.

Supervises: The following classifications report to the incumbent:

- Adult Day Program Worker
- Adult Day Program Coordinator
- Adult Day Program Cook
- Adult Day Program Volunteer Cook Coordinator

Union: MGEU – Technical Professional

QUALIFICATIONS:

Education and Experience

- University degree in a social science or community development related field.
- Recognized Safe Food handling certificate.
- Additional education and experience in leadership and management an asset.
- Completion of a recognized Activities/Recreation program an asset.
- Additional educational preparation in Gerontology an asset.

Knowledge, Skills and Abilities

- Broad knowledge and experience in community development and gerontology.
- Must have the ability to communicate effectively both verbally and in writing with professional and para-professional staff, clients and families.
- Ability to work independently and to maintain positive working relationships.
- Must have excellent organizational and interpersonal skills.

-
- Must be committed to continuing professional development.
 - Computer experience and familiarity with Microsoft applications.
 - Valid driver's license and vehicle required.

POSITION DUTIES AND RESPONSIBILITIES:

1. Develops and maintains a current gerontology overview of the Region and its communities in terms of the pertinent issues related to the aging population.
2. Assesses the needs of the elderly in order to determine new or improved services that are feasible by promoting community discussions on aging.
3. Consults, and partners with, various disciplines and communities in order to develop community-based and community developed initiatives intended to meet the needs of the target population.
4. Promotes positive attitudes to aging by working in collaboration with communities, organizations, Boards and individuals in developing workshops and seminars on health promotion.
5. Monitors regionally funded Support Services to Seniors projects to ensure that programs are operating within the guidelines under which they were funded.
6. Provides consultation to Services to Seniors Boards and Coordinators in relation to program and operating issues.
7. Promotes, develops, supervises and provides leadership to regional Adult Day Programs and their staff.
8. Participates in the preparation of, and monitoring of program budgets; monitors and approves program expenditures; makes budget recommendations.
9. Reports to the Manager, Senior Support Programs on all aspects of programming, concerns, trends and makes recommendations on continued funding for Support Services to Seniors Projects and Adult Day Programs.
10. Maintains up to date records and submits statistics on all programs and projects.
11. Maintains confidentiality of information in relation to clients and programs.
12. Participates in quality management.
13. Provides consultation on all program operations and supervises all Adult Day Program staff.
 - Assesses practices and programming for safety
 - Plans, develops, implements and evaluates social and recreational activities
 - Ensures adherence to all policies and procedures

- Acts as a role model to staff in the provision of quality programs by reinforcing organizational philosophy, mission, values, etc.
 - Conducts performance appraisals; identifies performance issues, and in consultation with the Manager of Senior Support Programs, develops strategies for resolution.
 - Demonstrates leadership and promotes healthy team functioning in a professional manner.
14. Participates in relevant education programs, in-services and workshops to increase professional competency and meet personal needs and goals.
15. Seeks appropriate supervision of own actions.

Workplace Safety and Health

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

Patient Safety

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.
- Other duties as assigned.

Revised: _____
Date

Approved by: _____ Date _____
Manager/ Supervisor

Approved by: _____ Date _____
Vice President/ CEO

Reviewed by: _____ Date _____
Director, Human Resources