

Job Description

Co-ordinator

The Prince Edward County Community Care for Seniors Association is dedicated to helping seniors make choices so that they can live with the greatest possible independence in the community.

General Purpose

The Co-ordinator will be responsible for the delivery of a range of community support and social programs to County seniors. Duties include establishing program goals, operating standards and evaluation; receiving and assessing referrals to programs and completing client intake procedures; recruiting, training, supporting and supervising volunteers; maintaining database and filing systems; supporting fundraising initiatives; developing and maintaining liaison with community groups. As one of the people who will be the first point of contact that people have with the organization, the Co-ordinator is Community Care's ambassador to volunteers, clients, donors, members, funders and the community at large and, as such, will present themselves in a professional and competent manner at all times.

Required Education and Experience:

- community college diploma and/or a degree is preferred;
- experience working with seniors and volunteers;
- education and experience in volunteer management;
- administrative and analytical experience is a central requirement of the position;
- an ability to read and understand policy documents and legislation;
- computer experience including database management;
- commitment to and understanding of confidentiality;
- First Aid;
- CPR training;
- a commitment to and understanding of the legal/practical meaning of confidentiality.

Required Attributes and Skills:

- responsibility for program leadership
- demonstrated administrative, organizational and communication skills are required
- ability to deal with ambiguous and/or complex situations
- can juggle multiple deadlines and work with minimal supervision
- public speaking skills

Conditions of Employment:

- proof of full vaccination for COVID-19
- clean vulnerable sector police check
- valid drivers licence and a record without infractions is essential; daily use of a vehicle
- First Aid and CPR training
- willingness to work flexible hours on occasion
- a commitment to continuing education

Duties:

- co-ordinating the day-to-day operation of the programs & services offered by the agency including:
 - ✓ establishing program goals;
 - ✓ meeting units of service targets;
 - ✓ closely adhering to operating standards;
 - ✓ regularly evaluating programs;
 - ✓ preparing for programs i.e. loading/unloading the car with food for congregate dining; setting up tables & chairs for on and off-site programs
- supervising brokerage workers and occasionally other temporary program staff
- receiving and assessing referrals to the programs and completing client intakes and service plans as required, tracking clients on an ongoing basis
- recruiting, training and supporting Volunteer Conveners and other volunteers
- maintaining a complete data collection and filing system for programs including client data, fee schedules and volunteer participation rates as well as other statistics
- providing analytical reports to assist with planning for programs and services
- always searching for more efficient and effective ways to assist people to live at home independently and/or through Community Care's programs
- supporting fundraising initiatives, including the Thrift Shop
- developing and maintaining liaison with community groups and organizations
- preparing regular reports for the Executive Director
- undertaking such other duties as may be assigned from time to time

Contacts: Contacts will be both internal and external. Internal contacts are with other staff and volunteers. External contacts are made by telephone, email, letter and personal visits with clients, volunteers, community groups, and health and social services agencies.

Accountability: The Co-ordinator is responsible to, and reports to, the Executive Director.

Revised
01 July 2016
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