

Outreach Worker
(Temporary Position - 6 Months)
(Position may be extended if further funding is obtained)

The Mill Woods Presidents' Council is currently seeking an Outreach Worker for the Mill Wood's Seniors Centre, located in the Mill Woods Recreation Centre.

OBJECTIVE: To focus on isolated and at risk seniors; to support seniors to "age in place" in the community and to enhance the overall well-being of seniors in the Mill Woods and Meadows geographical area.

PROJECT STAFF DUTIES

- Develops programs to increase the wellness and decrease isolation of seniors in Mill Woods and Meadows area.
- Facilitates outreach partnerships throughout the community.
- Coordinates the activities, volunteers, and clients of Mill Woods Seniors Centre and other outreach programs
- Conducts the initial home visit to referred clients within the geographic service area. This visit will result with the first needs assessment of the outreach client.
- Provides social and emotional support to outreach clients
- Recruits and trains volunteers to assist seniors with home, telephone, and hospital visits, and to assist in transportation, shopping, appointments, and correspondence with family members.
- Provide referrals to other sources of assistance.
- Responsible for keeping accurate, current records of all outreach clients, referrals and contacts.
- Provides regular updates/reports to Mill Woods Presidents Council/Supervisor.
- Maintains confidentiality of all outreach clients.
- Responsible for development of community resource library at the Mill Woods Seniors Centre

REPORTS TO: Mill Woods Presidents Council

JOB REQUIREMENTS:

- ◆ Diploma/degree in Social work, Recreation/Leisure/Physical Education, Family Studies or a related discipline with training in Program Development and specialty training in gerontology.
- ◆ A minimum of 2-3 years experience in co-ordination and program delivery of seniors recreational, social and leisure programs

- ◆ Training and experience in Volunteer Management and Staff Supervision including working collaboratively with seniors, volunteers and community groups Ability to recognize and manage group dynamics.
- ◆ A good knowledge base in project planning and project management and a demonstrated ability to work independently, in both thought and action, in research, analytical techniques and problem solving.
- ◆ Ability to prepare publicity and promotional material
- ◆ Excellent verbal and written communication skills and customer service skills.
- ◆ Familiar with Microsoft computer programs , and desktop publishing programs
- ◆ Must have a vehicle for use during employment with appropriate business insurance
- ◆ Combination of skills, education, and work/life experience will be considered

Note: A security clearance is a condition of employment. The successful candidate will be required to obtain a Security Clearance letter from the Edmonton Police Department.

HOURS OF WORK: 35 hours per week (Monday – Friday) Some evening and weekend work may be required..

SALARY: \$15 -18 per hour.

TERM OF EMPLOYMENT: 6 months (could be extended if funding is available)

CLOSING DATE: January 31, 2008

HOW TO APPLY: Please submit a resume by E-mail to:

- ◆ shazo@telus.net
- ◆ or by mail to:
Shafeek Ali
c/o Mill Woods Presidents Council
Box 32158 RPO Millwoods
Edmonton AB T6K1B4
by the closing date

GENERAL: The Mill Woods Presidents Council thanks all applicants for their interest in this employment opportunity; however, only those candidates considered for the position will be contacted.