

JOB POSTING

Downtown Seniors' Resource Council
Senior Resource Finder Program

Senior Resource Coordinator
Part time – .5 EFT (17.5 hours/week)

The Downtown Seniors' Resource Council of Winnipeg is seeking a highly energetic and community oriented person to work with older adults and service providers in the downtown community area. The Coordinator will identify and coordinate support services to assist older adults in maintaining independence and foster successful aging in place.

The incumbent has strong communication and interpersonal skills and works in a collegial and cooperative style. Emphasis is on teamwork and encouraging input and active involvement with older adults, volunteers and colleagues.

Qualifications

- Baccalaureate degree with 2 years' experience in community development. Equivalent combination of education and experience will be considered.
- The incumbent has strong communications skills, excellent interpersonal skills and is experienced and comfortable working within a cooperative style.
- Experience, sensitivity and awareness in working with diverse populations.
- Ability to establish and maintain good working relationships with older adults, the general public, service providers, and volunteers.
- Good oral and written communication skills.
- Computer experience in word processing and spreadsheets is essential.
- Knowledge of the aging process.
- Knowledge of community resources and community development.
- The incumbent must possess a valid Manitoba Driver's License and have access to a vehicle and produce a criminal record check.

Position Summary

- Provides assistance with accessing resources and in making referrals.
- Recruits, interviews and orients volunteers and service providers.
- Works in partnership with other governmental and community organizations to address issues of concern to older adults including security, safety and social isolation.
- Provides leadership in programs such as the Emergency Response Information Kit (E.R.I.K).
- Through community engagement and consultation, identifies and supports other programs and services that require implementation in the downtown area.

Apply to: Selection Committee, DSRC
200 – 280 Smith Street
Winnipeg, MB R3C 1K2
Fax: (204) 946-5667
Email: amacrae@aosupportservices.ca

Closing Date: Monday July 31, 2017