



Position: Coordinator of Care for Caregivers Program
Status: Three (3) day x week- 21 hours per week
One (1) year contract position (with the possibility of an extension)

Location Brampton-Bramalea and close vicinity area

Program Summary:

The Care for Caregiver Program has been developed by Elder Help-Peel to provide information, education and supportive services to a wider audience of caregivers (family members and other volunteers) who are trained to provide care and support to individuals who live alone or with their families. This is being done by training family members, volunteers and staff on issues of dementia, mental health, elder abuse etc.

Duties and Responsibilities:

- Assist in the development of short and long term plans; design performance objectives, implement and monitor programming to meet desired outcomes
- Develop promotional tools and conduct outreach in the diverse Peel community, community service providers etc., according to the project guidelines
- Recruit volunteers, screen, train, scheduling, and match with isolated seniors/family caregivers.
- Organize bi-monthly training seminars and workshops for carers and volunteers re: self-care, stress management, mental health, elder abuse etc.
- Ensure that all volunteer responsibilities are completed in a professional manner within the approved time frame and guidelines.
- Assist with the development of public relations and communications strategies to support program goals and increase community awareness.
- Outreach, develop and maintain ongoing working relationships with clients, family caregivers, volunteers, community service providers and the diverse Peel community.
- Complete monthly project stats, program activities and accurately analyze outcomes- focus on outcomes that requires more work to enhance the program delivery.
- Conduct regular evaluation of the program activities, clients, caregivers, volunteers and maintain accurate documentation of all activities and information of the project.
- Develop and monitor Care for Caregivers web-site information/resource. Conduct ongoing. research for updating web-site resource/information.
- Accurately communicate project information to Elder Help-Peel, funders and stakeholders.
- Prepare accurate monthly project stats and activities and Final Annual Report.

Skills and Qualifications:

- Social Work and/or Gerontology background preferred
- Qualification for 5 years program management experience an asset
- Knowledge of principles and practices related to seniors' development and in home carer issues.
- Creative, strategic and analytical thinker with the ability to manage multiple program tasks.
- Knowledge of Microsoft Office and Windows based application and database management.
- Proven leadership competence with sound outreach skills to diverse individuals, communities and organizations.
- Must have strong and polished interpersonal and strong verbal and written communication skills.
- Experience in volunteer management.
- Experience working with seniors and in non-profit community based organization operation.
- Must be highly organized and able to work well with others.
- Excellent networking, marketing and interpersonal skills.

- Team player- demonstrated ability to work with diverse organizations, clients, volunteers including cultural sensitivity.