**Position:**                      Client Program Coordinator

**Status:**                Five (5) day x week- 30 hours per week

                                       6 month contract position (with the possibility of an extension)

May be required to work some weekends or evenings

**Salary Range:** $24 - $28 per hour

**Location**                       Region of Peel

**Program Summary:**

The Client Program Coordinator position has been developed by Elder Help-Peel to provide information 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. The Coordinator will support with the transitioning of face-to-face senior programs to online programs while increasing the number of clients. This is a highly varied role, which will change over time as the programs and activities of EHP continue to evolve and adapt to the on-going needs of seniors within the Peel Region.

**Duties and Responsibilities:**

* Assist in the development of short and long term plans; design performance objectives, implement and monitor programming to meet desired outcomes
* Organize bi-monthly training seminars and workshops for caregivers and clients re: self-care, stress management, mental health, elder abuse etc.
* Recruit, develop and maintain ongoing working relationships with clients, family caregivers, community service providers and the diverse Peel community.
* Complete monthly project stats, program activities and report on clients, caregivers and maintain accurate documentation of all activities and information of the project.
* Perform evaluation, intake assessment and service plan for the clients.
* Accurately communicate project information to Elder Help-Peel, funders and stakeholders.
* Work closely with Volunteer Program Coordinator and Perform other duties as required

**Skills and Qualifications:**

* Social Work and/or Gerontology background in a not for profit community based organization.
* Knowledge of principles and practices related to seniors’ development and in home carer issues.
* Creative, strategic, flexible and analytical thinker with the ability to manage multiple program tasks.
* Knowledge of digital software, Microsoft Office and database management.
* Proven leadership competence with sound outreach skills to diverse individuals, communities and organization with strong interpersonal, verbal and written communication skills.
* Experience in client management.
* Must be highly organized and able to work well with others.
* Team player- demonstrated ability to work with diverse organizations, clients, volunteers including cultural sensitivity

For more information, Contact: Elder Help Peel at [elderhelp@bellnet.ca](mailto:elderhelp@bellnet.ca) or 905.457.6055