

**SENIOR SERVICES COORDINATOR
FULL-TIME CONTRACT (18 MONTHS) – ALMONTE, ON**

Carebridge Community Support is seeking a Coordinator to join our Senior Services team. Carebridge is one of the largest employers in Lanark County, working on a non-profit basis. Carebridge fosters caring, strong, and inclusive communities across the County. We contribute to the development of a person-centered, vibrant community by developing and providing services that help the community's most vulnerable feel welcome, supported, engaged, and connected to others. Our three pillars of service include Developmental Services, Senior Services and Affordable Housing.

Under the direction of the Manager, Community Services, the Coordinator, Senior Services, is responsible for coordinating services with clients, volunteers, and vendors; completing billing and receiving payment for services; completing month end financial activities; developing and maintaining a volunteer program to enhance services; and maintaining internal databases as required.

SUMMARY OF JOB DUTIES:

- Ensure the day-to-day service coordination and service operations are functioning in accordance with agency philosophy and standards set forth in funding contracts and agency policy,
 - I.e., Transportation, Meals on Wheels, Foot Care Program etc.
- Communicate (verbally and in writing) regularly with clients, volunteers, and vendors to coordinate services,
- Complete billing and accept payment for fee-based services with clients,
- Complete month-end financial reporting and reconciliation,
- Manage the Volunteer Program including recruitment, screening, and day to day supports,
- Maintain internal databases for all senior services with high attention to detail and accuracy, and generate reports when needed (CIMS),
- Function as a member of a collaborative team by maintaining open communication,
- Act as a back up to team members, supporting similar programs and services,
- Other duties as assigned.

EDUCATION, SKILLS AND ABILITIES:

- High School Diploma and/or related post-Secondary training,
- 1-3 years related experience,
- Experience working with seniors and adults with disabilities,
- Basic understanding of financial reporting for program-based projects,
- Strong communication skills (listening, verbal & written),
- Strong team player who excels at building trusting relationships,
- Ability to maintain a high level of ethical standards and confidentiality,
- Computer proficiency in Microsoft Office Suite (Word, Outlook, and Excel),
- Ability to be flexible and work independently,
- A Criminal Record Check for the Vulnerable Sector within the last 6 months is required.

Mandatory Requirements:

- A clear Criminal Record Check for the Vulnerable Sector within the last 6 months is required.



INTERESTED IN APPLYING FOR A POSITION AT CAREBRIDGE?

Please email resume to careers@carebridge.ca
Fax: 613-256-1185

Carebridge is an equal opportunity employer prizing diversity and inclusion. We are committed to treating all employees and applicants for employment with respect and dignity. If you require assistance and/or an accommodation due to a disability during the application or the recruiting process, we can assist.

We thank all applicants, but only those selected for an interview will be contacted.