



# Community Support Coordinator

*GEF Seniors Housing is the largest provider of affordable supportive living residence for low income seniors in Alberta. As a leading provider of safe, affordable, quality accommodations, we offer competitive salaries & excellent working conditions for our team of employees.*

**Details:** Full time days, 40 hours per week, Monday to Friday 8:00 A.M. – 4:30 P.M. (Hours may vary)

**Pay Scale:** Commensurate with education and experience

**Location:** Central Services 14220 – 109 Avenue Edmonton AB T5N 4B3 (*required to work at other GEF locations, mileage paid*)

**Typical Duties:** Responsible for assisting in the implementation of the Meaningful Engagement Project and identifying and implementing strategies to enhance programs within the organization that will improve community culture and support meaningful engagement of seniors. The successful candidate will be responsible for working with seniors to identify barriers to engagement and facilitate connections to internal and external community resources, utilize data to inform programmatic changes and development as well as engage staff in the delivery of innovative senior relevant engagement activities.

## Experience/Education:

- Strong English communication skills, both written and verbal
- High school diploma or equivalent
- Degree in Social Work or other Human Services profession is an asset
- Strong knowledge of community development, project management and volunteer supervision is an asset
- Strong computer skills in Microsoft Office
- Experience working with Seniors is an asset

## Other Requirements:

- Strong customer service skills including the ability to interact and engage with seniors in a respectful manner
- Strong planning, facilitating and organizational skills with a flexible and collaborative approach
- Effective problem-solving and decision making skills
- Must have vehicle and valid driver's license

**Please send your resume quoting the job posting number**

**(A01) CSC 11 by August 2, 2017 or until filled to:**

**Human Resources, GEF Seniors Housing**

**14220 – 109 Avenue Edmonton AB T5N 4B3**

**Fax: 780-482-4054 | Email: [jobs@gef.org](mailto:jobs@gef.org)**

**Internal applicants:** Please advise your supervisor or manager of your intent to apply.

*The successful applicant will be required to undergo a criminal records check.*