



Community Support Manager

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)
(This is a temporary position, ending November 1, 2018)

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 overseeing the New Horizons for Seniors (NHSP) funding of the GEF Outreach Program in addition to managing the support resource to Sites for tenants/residents with social support needs. The successful candidate will be responsible for assessments, interventions, and referrals where applicable and providing supportive counselling and problem solving to residents/tenants on a prioritized basis.

Experience/Education:

- Strong English communication skills, both written and verbal
- High school diploma or equivalent
- Degree in Social Work or Human Services is required
- Experience working in a supervisory or management position would be an asset
- Strong computer skills in Microsoft Office
- Experience working with Seniors and/or persons with addictions or mental health issues is an asset

Other Requirements:

- Strong customer service skills including the ability to interact with seniors in a respectful manner
- Strong leadership and organizational skills with a flexible and collaborative approach
- Strong negotiating and conflict resolution skills
- Must have vehicle and valid driver's license

Please send your resume quoting the job posting number

(A01) CSM 10 by July 24, 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

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.