

JOIN US



We Are

HIRING

CASEWORKER

PALLIATIVE & END OF LIFE CARE PROJECT (PEOLC) **(PART -TIME, 22.5 HOURS/WEEK)**

The Calgary Chinese Elderly Citizens' Association is a charitable organization established in 1985 that provides a supportive environment aimed to enhance the well-being of Chinese older adults and their integration into Canadian society. The role is responsible for organizing, implementation and evaluation of Palliative & End of Life Care Project (PEOLC) that are based on the needs and interest of community members.

Responsibilities:

- Program Management
 - In charge of the planning, organizing, promotion, implementation, delivery, and evaluation of the program/project, including facilitating support groups for older adults experiencing bereavement or life-limiting illness.
 - Prepare and coordinate all marketing and promotion on both traditional and digital platforms including social media, posters and content writing if needed
- Volunteer Engagement and Trainings
 - Recruit, train, engage, supervise and recognize volunteers ; assist in managing volunteers and the volunteer database system
 - Develop volunteer training materials, manual/handbook and related resources, and conduct the required training to volunteers
 - Provide support and assist the volunteers by responding to their requests/inquiries
- Conduct assessments to determine client needs
- Provide one-on-one grief support and end-of-life preparation
- Act as a liaison between clients, volunteers, staff and other organizations
- Perform related administrative duties
- Maintain an accurate, up-to-date volunteer database and statistical records; Prepare reports and collect data as required by funders
- Require to work on weekends as needed
- Perform any other duties as assigned

Qualifications:

- Bachelor's Degree/Diploma in social work or related discipline
- Registration with the Alberta College of Social Workers is an asset
- Experience in project management, and working with older adults and volunteers is preferred
- Proficiency in written and spoken English and Chinese (Cantonese/ Mandarin)
- Other demonstrated skills and capacities: proactive and work independently with initiative; collaboration and teamwork; ability to foster change; caring and empathetic in a professional, mature manner; excellent writing, verbal and public speaking skills; Microsoft Office skills; Savvy user of electronic communications and social media; Multi-tasking with tight deadlines yet attention to detail
- Starting salary from: \$24 per hour

Kindly submit your resume and cover letter to elaine.ogada@cceca.ca until a suitable candidate is identified. We appreciate your interest in this position, and only those candidates selected for an interview will be contacted. We thank you in advance for your application.