

JOIN US



We Are **HIRING**

OUTREACH WORKER **THREE -YEAR TERM, FULL-TIME, 37.5 HOURS/WEEK**

The Calgary Chinese Elderly Citizens' Association, established in 1985, is a charitable organization that provides a supportive environment to enhance the well-being of Chinese older adults and promote their integration into Canadian society. We are a member of The Way In – Calgary Older Adult Services and the program assists older adults in managing issues that arise in their everyday life.

Responsibilities:

- Assess clients' needs, plan and implement interventions
- Assist clients with decision-making
- Assist clients to understand complex resource systems by providing current information regarding services and programs; making appropriate referrals; mediating and advocating on behalf of clients; and providing necessary services such as completion of forms, interpretation, visitation and escort;
- Maintain the confidentiality and privacy of clients
- Maintain accurate and updated client records and statistics
- Keep supervisor informed regarding the needs of clients and the actions taken
- Communicate regularly with co-workers, program volunteers and supervisor to ensure good client service and smooth office operation
- Attend interagency and networking meetings and professional development as necessary
- Perform other duties as assigned by supervisor
- Require working on weekend when needed

Qualifications and Skills:

- Bachelor's Degree/Diploma in social work or related discipline
- Registration with Alberta College of Social Workers is an asset
- 2- 4 year experience in similar capacity
- Experience in senior services and Chinese community is preferred
- Demonstrated skills and capacities: work independently with initiative; collaboration and teamwork; ability to foster change; excellent writing, verbal and public speaking skills; Microsoft Office skills; valid driver's license and access to a vehicle, flexible schedule to accommodate work related issues
- Proficiency in written and spoken English and Chinese, and able to speak both Mandarin and Cantonese is essential
- Contract is renewable, subject to funding availability
- Starting salary: \$24–\$26 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.