

# JOIN US



*We Are*

# HIRING

## **CASEWORKER**

### **(THREE -YEAR TERM, FULL-TIME, 37.5 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 organization, implementation and evaluation of the assigned programs that are based on the needs and interests of community members.

#### Responsibilities:

- Plan, coordinate, and deliver group activities, events, visits, and education workshops to promote the assigned programs
- Develop, update, and adapt training materials and the handbook for volunteers
- Recruit, screen, and engage volunteers, and provide the necessary training for their roles
- Offer supervision, support, and recognition for the volunteers
- Organize and provide one-on-one support services and facilitate monthly support meetings for the assigned programs
- Plan, coordinate and lead monthly community-based peer support groups for older adults
- Provide case management services, including intake assessments, supportive counselling, and referrals to appropriate services
- Serve as a liaison between clients, volunteers, staff of CCECA, and external partner organizations
- Maintain an accurate and current volunteer database and statistical information
- Prepare required reports and compile data for funders and internal reporting
- Work on weekends as needed; maintain a flexible schedule to accommodate work-related issues
- Perform any other duties as assigned from time to time

#### Qualifications:

- Bachelor's degree or diploma in Social Work or related discipline
- A minimum of 3 years of work experience in case and volunteer management
- Experience in working with older adults with mental challenges and case management will be an asset
- Proficiency in Microsoft Office skills, fluency in speaking and writing English and Chinese (Cantonese and Mandarin)
- A valid driver's license and access to a vehicle
- Demonstrated skills and capacities: group facilitation skills, volunteer management, collaboration and teamwork; able to work independently with initiative; excellent interpersonal and communication skills; caring and empathetic in a professional and mature manner
- Starting salary from: \$24 per hour

Kindly submit your resume and cover letter to [elaine.ogada@cceca.ca](mailto: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.

