

# JOIN US



*We Are*

# HIRING

## **MANAGER - SPECIAL NEEDS SUPPORT GROUP** **(Full time, 37.5 hours per week)**

The Chinese Special Needs Support Group is a first language day program for Chinese seniors with disabilities. Considering the impairments and limitations of each participant, activities are specially designed in a safe and culturally sensitive environment. Our goals are to enhance and maintain participants' physical and mental well-being, to foster social contact and friendship, to support and cherish a delicate relationship between participants and their family caregivers and to provide respite for the caregiver.

### **Responsibilities:**

1. Lead and support the development and implementation of the program's plans, goals, and objectives
2. Perform clients' intake and screening duties, conduct site visits when applicable.
3. Plan and facilitate group activities
4. Promote a healthy, safe, and friendly environment
5. Recognize safety issues and report appropriately
6. Supervise, coach, mentor, and train staff and volunteers
7. Provide performance feedback and identify development opportunities for team members
8. Provide all documents and reports appropriately according to department policy and direction
9. Develop and implement client plans/care that addresses both physical and psycho-social care needs
10. Develop information resources and monthly newsletter for distribution
11. Provide evaluation and reports of the Support Group
12. Prepare the annual budget for programs and develop the annual program/activity
13. Monitor on-going client care and condition to ensure optimum functioning
14. Administer prescribed medications, supervise the delivery of medications by unregulated staff, to collaborate with the interdisciplinary team and documentation
15. Encompass the application of nursing knowledge, skills and judgment to assess client needs and provide nursing care that is reflective of their level of education and knowledge
16. Act as the liaison with collaborative partners, community groups and funders
17. Perform duties according to CCECA, the Support Group's policy and procedures and funder requirements
18. Perform other duties as assigned from time to time
19. Work on weekend and evening as needed

### **Qualifications and Skills:**

- An active nursing license in the Province of Alberta (e.g., LPN or other regulated nursing designation) is required. In keeping with applicable professional practice standards and Codes of Ethics, as well as CCECA's Frame of Reference, Policies, and Procedures, this position maintains professional and ethical standards at all times. Demonstrated leadership is essential for success in this role.
- Post-secondary qualification in health program
- 3-5 years of related experience in non-profit/social services sector or healthcare
- Working experience with seniors or people with disabilities is preferred
- Excellent communication and computer skills
- Fluency in speaking and writing English and Chinese
- Starting salary from: \$32 per hour

Kindly submit your resume and cover letter to Elaine Ogada at [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.