

# JOIN US



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# HIRING

**ASSISTANT MANAGER -**  
**SPECIAL NEEDS SUPPORT GROUP**  
**Licensed Practical Nurse**  
**(Full time, 30 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. Perform client intake and screening duties, complete comprehensive assessments, and conduct site visits when applicable
2. Participate in and support the development and implementation of the program's plans, goals, and objectives
3. Develop and implement client care plans that address both physical and psychosocial needs
4. Monitor ongoing client care and condition to ensure optimal functioning, and report any changes in client status to the manager
5. Administer prescribed medications, supervise medication delivery by unregulated staff, collaborate with the interdisciplinary team, and complete required documentation
6. Promote a healthy, safe, and welcoming environment
7. Identify safety concerns and report them appropriately
8. Prepare and submit all required documents and reports in accordance with departmental policies and directions
9. Apply nursing knowledge, skills, and judgment to assess client needs and provide care aligned with the nurse's education and scope of practice
10. Serve as a liaison with collaborative partners, community groups, and funders
11. Work on weekends and evenings as required
12. Perform other duties as assigned from time to time

**Qualifications and Skills:**

- Post-secondary qualification in a health-related program
- Licensed Practical Nurse registered in the Province of Alberta is required. In keeping with the College of LPNs and HCAs of Alberta's (CLHA) Professional Practice Standards and Code of Ethics, and CCECA's Frame of Reference, Policies and Procedures, this position is expected to uphold professional and ethical standards at all times. Demonstrating leadership is essential for success in this role
- 3–5 years of related experience in the non-profit, social services, or healthcare sector
- Experience working with seniors or individuals with disabilities is preferred
- Strong communication and computer skills
- Fluency in spoken and written English and Chinese
- Starting salary: from \$27 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.