

JOIN US



We Are **HIRING**

OUTREACH WORKER **ONE -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.

Responsibilities:

1. Assess clients' needs, plan and implement interventions
2. Assist clients with decision-making
3. 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
4. Maintain the confidentiality and privacy of clients
5. Maintain accurate and updated client records and statistics
6. Keep supervisor informed regarding the needs of clients and the actions taken
7. Communicate regularly with co-workers, program volunteers and supervisor to ensure good client service and smooth office operation
8. Maintain collaborative relationships with the referral sources, such as Primary Care Networks, Alberta Health Services and health services organizations
9. Perform other duties as assigned by supervisor
10. 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: ability to 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 ability to speak both Mandarin and Cantonese is essential
- Starting salary: \$25-\$27 per hour

Please submit resume and cover letter to: elaine.ogada@cceca.ca on/before May 18, 2026.

We would like to thank you in advance for your interest in this position as only candidates selected for an interview will be contacted.

