



## The Calgary Chinese Elderly Citizens' Association

### **OUTREACH WORKER (Full time, 37.5 hrs per week)**

The Calgary Chinese Elderly Citizens' Association is a charitable organization established in 1985, provides a supportive environment aimed to enhance the well-being of Chinese older adults and their integration into the 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:

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. Attend interagency and networking meetings and professional development as necessary
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
- 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

Please submit resume and cover letter to: Elaine Ogada, email: [elaine.ogada@cceca.ca](mailto:elaine.ogada@cceca.ca) on/before May 30, 2023. We would like to thank you in advance for your interest in this position as only candidates selected for interview will be contacted.