



Older Adult Service Co-ordinator (Part-time, 3 days (22.5 hrs) per week)

The Calgary Chinese Elderly Citizens' Association is a non-profit social service organization in Chinatown established in 1985; with a mission to provide a supportive and barrier free environment to help bridge the gap, integrate and encourage Chinese older adults to live an independent, fulfilled and happy life in Canada. 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:

- Assist clients to understand resources and benefits available by providing information and completing necessary forms
- Assess client needs, discuss options, assist the client with decision-making, and make appropriate referral to internal and external services and/or agencies
- Establish a rapport with the client in order to enter into a helping relationship
- Will spend majority of time in office and may require a vehicle to go to clients' homes.

Qualifications:

- Bachelor's degree or diploma in Social Work or related discipline with 2 years experience in similar capacity
- Registration with Alberta College of Social Workers is an asset
- Caring and empathetic attitude in a professional, mature manner
- Multi-tasking with tight deadlines yet attention to detail
- Proactive and ability to work independently
- Willingness to learn and share experience and knowledge learnt
- Excellent writing, verbal and public speaking skills
- Proficiency in Microsoft Office
- A valid driver's license and access to a vehicle
- Fluency in speaking and writing English and Chinese (Cantonese and Mandarin)

Please submit resume and cover letter to: Ms. Tracy Wong, email: tracy.wong@cceca.ca

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