



TOWN OF STRATHMORE

JOB DESCRIPTION

JOB INFORMATION	
Position:	Special Projects Coordinator, Link Worker
Reports To:	Manager, Community & Social Development
Position Type:	☐ Full Time Permanent (35 hours) ☐ Full Time Permanent (40 hours) ☐ Part Time Casual ☐ Part Time Permanent ☒ Full Time Limited Term (including FT Summer Students) ☐ Part Time Limited Term (including PT Summer Students)

JOB SUMMARY
Reporting to the Manager, Community & Social Development, the Special Projects Coordinator, Link Worker position will play an integral role in developing and implementing the Senior Social Prescribing program, which aims to build community support to meet the nonmedical needs of older adult residents within our community. Through this approach, healthcare professionals connect patients to community-based programs, services, and activities to improve their health and enhance their quality of life. This helps older adults with limited supports to thrive. This position will also collaborate with and support the Family and Community Support Services team.

ESSENTIAL FUNCTIONS
Description of the Function
<u>Program Development:</u> - Develop and prescribe a holistic approach to healthcare, bridging the gap between medical and social care services - Promote health equity by addressing social needs affecting health and wellbeing (i.e., adequate housing, food, transportation, income and social support)
<u>Communications:</u> - Liaise with the Department as required to support the implementation of the Healthy Aging Alberta Initiative, Social Prescribing Project - Produce content as required to support marketing, website, resource, and social media development
<u>Administration:</u> - Complete an assessment of needs for older adults accessing the Social Prescribing program - Provide case management and maintain accurate and confidential case notes - Provide resource information, referral and supports as required - Collect, track and evaluate program outcomes and client-level data for internal and external reporting and service improvement - Make referrals to appropriate internal and external programs and services - Provide assistance in filling out forms - Provide general information concerning government and non-government programs, benefits and services to seniors - Understand local and provincial health care, social and organizational system structures to improve quality of service delivery - Assist seniors in navigating services and systems - Help seniors connect with and organize delivery of services for seniors with unmet needs - Attend appointments or programs with seniors to overcome barriers, where appropriate

• Collaborate with other agencies and professionals in the community for the benefit of the client • Other duties, as assigned
Safety: • Requires a professional, cooperative, and positive attitude towards health and safety • Participate in health and safety training moments, meetings, and exercises • Ensure work sites are maintained in a clean, safe manner to protect the safety of self, other Town personnel, and the public • Report all unsafe or substandard conditions, acts, and events as soon as possible to immediate supervisor • Participate as a member of the Strathmore Emergency Response team in preparing and enabling the community to respond in the event of a local or regional disaster
COMPETENCIES • Flexible schedule and availability to accommodate client meetings, social prescribing programming, and older adult in house meetings or support that may be outside of work hours • Excellent communication and interpersonal skills with the ability to easily work closely with older adults, colleagues and community social service providers • Ability to develop and foster relationships with diverse social service providers, including Older Adult residents and other related social service providers • Ability to multi-task, adhere to deadlines, and meet project milestones
REQUIREMENTS, EXPERIENCE, AND EDUCATION • Post-secondary education in a social service-related field • A minimum of two (2) years' experience working for a non-profit organization • Experience building collaborative partnerships with community organizations or service providers • Knowledge of issues impacting older adults • Knowledge of community resources available to support older adults • Experience in working with older adults is beneficial • Valid First Aid certificate is an asset • Consent to disclosure of a Criminal Record Check (with vulnerable sector check) • Possession of a valid Alberta Class 5 driver's licence with Proof of 2 million vehicle liability insurance and acceptable driver's abstract
WORKING CONDITIONS • Adapt to seasonal workload fluctuations • Office setting within Municipal Government • Variable schedule- will require some scheduled evening and weekend hours to accommodate community events and programming. A flexible, hybrid work environment available. • Working with clients of a vulnerable demographic • Working alone • Visiting clients in home

Manager Approval:

_____	_____	_____
Name	Signature	Date

Employee Acceptance:

_____	_____	_____
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Name

Signature

Date

Submit signed copy to HR for filing