



POSITION DESCRIPTION

POSITION TITLE: Services to Seniors Program Specialist	DEPARTMENT: Home Care, Seniors & Palliative Care
CLASSIFICATION: Services to Seniors Coordinator	APPROVED BY: Regional Lead – Human Resources
UNION: MGEU Professional Technical	DATE APPROVED: May 9, 2022

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director, Health Services – Home Care, Seniors & Palliative Care

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting to the Director, Health Services – Home Care, Seniors & Palliative Care, the Services to Seniors Program Specialist is responsible for the development of community-oriented services, supports and programs that will enhance the health and social well-being of the older adult population of Southern Health-Santé Sud. The incumbent works closely with other employees and local communities to identify needs and implement strategies to support the independent living of older adults. Through coordination and collaboration with communities and serving seniors organizations across the region, the incumbent focuses on building capacity and processes for navigation of seniors' services and programs.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

The Services to Seniors Program Specialist is responsible to ensure that grant-funded seniors community programs are delivered in a manner consistent with the relevant Service Purchase Agreement, and provides professional and programmatic consultation to grant-funded organizations delivering seniors programs. The Services to Seniors Program Specialist works with community and consumer groups to build capacity to support seniors in accessing local and provincial services and programs.

Duties and functions include but are not limited to the following:

- Coordinates the allocation of grants to Community Resource Councils, Tenant Resource Programs, Congregate Meal Programs, Senior Centres, Supports to Seniors in Group Living Programs and Adult Day Programs.
- Ensures the above-listed programs are delivered within the guidelines under which they are funded, by reviewing financial statements, monthly statistics and through regular contact and program review with the Boards.
- Monitors resource utilization within the region by identifying emerging community needs, policy gaps and the need to adjust existing program resources.
- Provides professional support to all grant-funded seniors community programs across the spectrum of operating needs. This includes human resources, financial monitoring and reporting, board development, staff training and education, the interpretation of relevant legislation and Southern Health-Santé Sud policies, program development and evaluation, and community needs assessments.
- Facilitates discussions related to healthy aging and program development to address the unmet needs of older adults living in the community, to support independent living and quality of life.
- Maintains effective relationships and works closely with community and consumer groups to increase the visibility and promotion of seniors' programs and services, and uses a variety of methods to develop and communicate seniors' programs and services information to staff, community, partners and stakeholders to support navigation and access.
- Supports programming at the community level by working in collaboration with local organizations and community individuals to facilitate the development of informational/ educational sessions and material that will educate target groups on health promotion, disability postponement, normal aging and resources/services.
- Analyze data trends and patterns in relation to healthy aging and support services programs across the care continuum, and provide feedback and recommendations for support services to seniors' initiatives and addressing gaps in service.
- Participates on local and provincial committees that relate to issues affecting seniors' health, supports and programs.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Performance will be measured against the above-identified essential functions and basic duties. The incumbent will exercise initiative in carrying out tasks and will demonstrate sound judgment, maintain a high degree of confidentiality and excellent time management skills in determining the methods to apply to tasks. The position functions in a manner that is consistent with the mission, vision, core values and the policies of Southern Health-Santé Sud.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Post-secondary education in a relevant social services or health related field including community development or public administration, or an equivalent combination of education and experience.
- Proof of active registration with applicable professional governance body.

KNOWLEDGE REQUIRED:

- In depth knowledge of gerontology and issues pertaining to older adults.
- Knowledge of community development theory and trends.
- A sound understanding of the needs of an aging population, principles of health promotion and healthy aging, and strategies for aging in place Knowledge of volunteer engagement and management theory.
- Knowledge and understanding of the Employment Standards Code.
- Proficiency with computers and MS Office Suite.

EXPERIENCE REQUIRED:

- Three (3) years' experience in community resource development.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to use an analytical and inquiring approach to program development and problem-solving.
- Demonstrated ability to work independently and collaboratively with community groups.
- Demonstrated strong interpersonal, communication and organizational skills.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.00.

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
- May work occasionally evenings and weekends as necessary.
- Will be required to travel to other regional facilities as the position duties may require.

SALARY SCALE:

As per MGEU Professional Technical Collective Agreement Salary Scale.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.