

JOB POSTING

Job Position: Health Promotion Specialist
Department: Health Services
Status: Monday to Friday – 35 hours per week
Compensation: \$23.00 - \$28.00 per hour
plus a generous RRSP plan, group health
benefits and professional development support

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over 32 years. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally appropriate services to newcomers, families, women & seniors.

Vision: Leaders in building strong and supportive communities.

Mission: Supporting our growing communities to manage change through quality client-centered social & health services and responsive public education.

Position Summary:

Under the general guidance of the Manager and as part of a multi-discipline team, the incumbent is responsible for providing direct support to clients and their families/caregivers. The incumbent is required to offer language specific communication in one or more South Asian language and for providing service within Indus' three Health Services locations.

Responsibilities and Duties: *(but not limited to)*

- Plan, develop, implement, evaluate and coordinate the delivery of monthly Caregiver and Senior Wellness Programs and the annual Seniors Education & Social Day (former Symposium) at each Health Services site.
- Support the Client Services Coordinator to complete comprehensive introductory meetings with new clients and their families/caregivers.
- In collaboration with the Manager and with the input from clients and their families/caregivers, prepare care plans for identified high needs clients following their admission and acclimatization into the program.
- Responsible for using a Case Management approach in managing identified high needs clients, including assessment, problem identification, and action plans with targets and expected outcomes.
- Act as the primary staff contact for:
 - Family/caregiver support, advocacy, counselling and system navigation, and in line with the Caregiver Strategy (Advancement of Community Practice entity).
 - Family/caregiver and any appropriate follow ups.
 - Reporting suspected or probable elder abuse to the appropriate authorities.
- Screen clients for other Indus programs including Senior Wellness and Friendly Visiting. Complete referrals as needed, for the purpose of matching identified needs and services. Referrals for more specific medical/therapeutic/clinical needs made as required.
- Organize and lead case conferences for identified clients, their families/caregivers and partner agencies as needed.
- Utilize/develop new techniques, options or approaches to supporting clients and their families/caregivers.
- Act as liaison and assist clients and staff with community resources.
- Problem-solve and collaborate in seeking solutions to day to day and ongoing support challenges.
- Provide psychosocial assessment, crisis intervention, discharge planning and counseling to clients and their families/caregivers.
- Reviews documented observations from program staff as and when they observe changes in clients/receive information of concern.
- Maintain documents in the secure (electronic) client record according to standards for professional documentation, for the purpose of maintaining accurate records, as well as sharing relevant observations and care planning information.
- Maintain record of specific sensitive client or caregiver information as needed, according to professional Social Work standards.
- Prepare and submit statistical and progress reports as required.
- Provide regular update reports for the consideration of the Health Services Management Team.
- Assist with problem solving, acting on plans for resolution as directed by the Manager.
- Participate in staff and team meetings, and professional development opportunities as required.
- Adopt safe work practices, reporting unsafe conditions immediately.

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- Perform other duties as required.

Qualifications and Skills:

- Degree in Social Work, with additional education related to the aging population.
- Registered or eligible to be registered with the professional College of Social Work and Social Service Workers of Ontario as a Social Worker. If not currently registered must obtain the professional registration within 3 months of start.

Work Experience

- Minimum two years of recent experience working in a community health care environment in the capacity as Social Worker.
- Minimum of two years direct experience working with frail, elderly and/or cognitively impaired seniors.

Abilities

- Demonstrated knowledge of the unique needs of this population and unique needs in the South Asian population.
- Sensitivity to people from different socio-economic backgrounds with an equity lens.
- Track record of compassionate understanding of aging clients and the pressures on their caregivers.
- Demonstrated effectiveness in and evidence of solid observational skills.
- Proven ability to make appropriate referral determinations for support for complex client and or caregiver needs.
- Demonstrated organizational and interpersonal skills.
- Self-directed, self-motivated, with a positive attitude and be able to work independently and as part of a team.
- Ability to prioritize, multi-task and adjust to shifting priorities.
- Excellent oral and written English and one or more South Asian language skills are required.

Skills

- Demonstrated experience completing and using Inter-RAI CHA.
- Advanced proficiency in MS Office, email, and other applications. Able to learn and work proficiently in Caseworks – the case management software tool of choice at Indus.
- Knowledge of and demonstrated use of client-centered case management service delivery.
- Knowledge of key services that are appropriate and culturally sensitive which can provide services for complex needs.

General

- Ability to work flexible hours including occasional evenings, weekends and to work from any Indus work-site.
- Valid driver's license and access to a reliable vehicle.
- Current CPR and First Aid certification.
- A Police Vulnerable Sector Check will be required.

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hr@induscs.ca by 12:00pm, December 20th, 2017. Please ensure your application email has the subject heading of 'Health Promotion Specialist - (insert your name)'

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

Posting Date: December 1st, 2017