



## EMPLOYMENT OPPORTUNITY

<b>Position</b>	Tenant Resource Coordinator - EPH
<b>Permanent/Term</b>	Permanent (1.0 EFT) (subject to regional funding)
<b>Schedule</b>	Monday to Friday 8:00-4:00

Donwood Manor Elderly Persons Housing is seeking a highly energetic and community oriented person to work with seniors and community agencies. The Coordinator will identify and coordinate support services to seniors in maintaining independence and foster successful aging in place.

### QUALIFICATIONS:

- ❖ Strong communication and interpersonal skills
- ❖ Experience, sensitivity and awareness in working with senior populations
- ❖ Ability to establish and maintain good working relationships with seniors, the general public, service providers, and volunteers
- ❖ Computer experience essential, specifically Word and Excel
- ❖ Knowledge of community resources and community development

### POSITION SUMMARY:

- ❖ Administers and oversees applications, admissions, and tenant relations for Donwood EPH
- ❖ Provides assistance with accessing resources and in making referrals
- ❖ Works in partnership with governmental and community organizations to address issues of concern to older adults including security, safety and social isolation
- ❖ Provides leadership in programs such as the Emergency Response Information Kit (E.R.I.K)

As a condition of employment, a current Criminal Record Certificate and an Adult Abuse Registry is required within three weeks of hire date.

Applications should be submitted at reception to the attention of Human Resources or emailed to [Career@donwoodmanor.org](mailto:Career@donwoodmanor.org)

**Closing date: Monday, April 6, 2020**

Posted March 24, 2020

*All Correspondence should be mailed to:*

**Donwood Manor  
Personal Care Home Inc.**  
171 Donwood Drive  
Winnipeg, Manitoba  
R2G 0V9  
www.donwoodmanor.org  
Phone: 204-668-4410  
Fax: 204-663-5429

**Donwood Manor EPH Inc.**  
165 Donwood Drive  
Winnipeg, Manitoba  
R2G 2H9

**Donwood South Inc.**  
1245 Henderson Hwy  
Winnipeg, Manitoba  
R2G 1M1

**Valhalla Cove Inc.**  
15 Valhalla Drive  
Winnipeg, Manitoba  
R2G 4G8

**Donwood West Inc.**  
1460 Portage Ave.  
Winnipeg, Manitoba  
R3G 3M9

**Donwood Manor Foundation Inc.**  
171 Donwood Drive  
Winnipeg, Manitoba  
R2G 0V9

**Donwood Management**  
171 Donwood Drive  
Winnipeg, Manitoba  
R2G 0V9