



Tenant Resource Coordinator

Elderly Person's Housing (EPH) - 165 Donwood Drive

Permanent | Full time (1.0 EFT) | Days

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

Responsibilities:

- 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
- Supervises the staff of the EPH, including Service Assistants, SSGL and Attendants
- Provides leadership in programs such as the Emergency Response Information Kit (E.R.I.K)
- Supports the delivery of recreational, educational, and spiritual care services

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

Submit resume to: Human Resources at Career@donwoodmanor.org

Closing date: 0900 on Thursday, August 11, 2022

August 4, 2022