

Seniors & Caregivers Coordinator

4Korners is a registered Canadian charitable organization founded in 2005. We connect individuals of the Laurentians with programs and services to meet their identified needs in a secure and inclusive environment. We work collectively to serve and enrich the lives of communities in the Laurentian region.

Summary

The Seniors and Caregivers Coordinator will coordinate, and report on all activities and services under the Seniors and Caregivers Program in the MRC's of Deux-Montagnes and Thérèse-De Blainville. The Seniors and Caregivers Coordinator will represent 4Korners at various table committees in the MRCs of Deux-Montagnes and Thérèse-De Blainville to support and identify the needs of English-speaking seniors and their caregivers in the community while adhering to the overall mission and values of the organization.

Key Responsibilities

Under the supervision of the Executive and Assistant Directors, and in collaboration with the team, volunteers, interns, and community partners; the Seniors and Caregivers Coordinator will report directly to the Seniors and Caregivers Program Manager.

In order to fulfill all funder's obligations related to the position, the Seniors and Caregivers Coordinator will also fulfill the duties as outlined below:

- Represent the English-speaking community and 4Korners on:
 - Table de 3e âge – MRC Deux-Montagnes and Thérèse-De Blainville
 - Comités de porches aidants – MRC Deux-Montagnes and Thérèse-De Blainville
 - Comité Abus – MRC Deux-Montagnes and Thérèse-De Blainville
- Continue to facilitate and coordinate the Seniors and Caregivers activities at the Activity Centre in Deux-Montagnes. Ex. Tai Chi, Wednesday Wellness, CHEP and French conversation
- Be the go-to for resources, referrals, and other needs in the community, as required.
- Ensure that all required reporting is tracked and submitted by deadlines.
- Work collaboratively with other members on the team.
- Help maintain a safe and secure working environment.
- Other duties as assigned by the Executive and/or Assistant Director.

Qualifications & Experience

- Education in fields such as Special Care Counselling, DEC in Social Services, Bachelor's in Social Work, or equivalent experience in community.
- Excellent oral and written communication skills in English, very good oral and written communication skills in French.
- Professional skills on the following platforms: Microsoft Office, Google Drive, Asana (an asset)
- High degree of resourcefulness, flexibility, and adaptability.



- Excellent interpersonal and public relations skills.
- Demonstrates leadership, professionalism and has a solid work ethic.
- Autonomy, flexibility, solution-oriented and ability to make decisions.
- Valid driver's license and use of reliable car.

Start date: To be determined.

Compensation: Commensurate with experience.

Language(s) of work: Both official languages. English and French

Hours of Work & Contract Timeline: 21 hours/week to be completed within the organization's hours of operation (Monday to Friday 9:00 a.m. to 4:00 p.m.). Exact schedule to be confirmed. 12-month contract with high possibility of renewal.

Location: Activity centre in Deux-Montagnes

4Korners provides its employees with a Health Insurance program and extra paid vacation during the December holiday season.

How to apply

Please email your CV and cover letter stating your experience and outlining your ability to coordinate this project to: melissa@4korners.org

We appreciate the time and energy candidates put into this process, however only those chosen for an interview will be contacted. This position will stay open until filled by the best candidate.

4Korners is an equal opportunity employer and values diversity in its workforce, encouraging applications from all qualified individuals. We strongly encourage applications from members of the Government of Canada's job equity groups (i.e., persons with disabilities, Aboriginal peoples, and newcomers to Canada), and from all groups who experience marginalization. We encourage applicants to self-identify in their cover letter if they are comfortable doing so. Due to the nature of our work traditionally being women led, and to contribute to gender equality in the workforce, we also encourage men to apply.