

WE ARE HIRING!



Do you want to help make a meaningful difference in local seniors' lives? We are looking for a go-getter!

ROLES, RESPONSIBILITIES & REQUIREMENTS:

- Education/Experience working with seniors or working in social services.
- Answer the navigator hotline, that seniors or their supporters can call and ask for information. An example would be an inquiry about what fitness and recreational programs are available for seniors, or where can a senior get a cooked hot meal? This service is different than others, in the sense that we will call or email the person back. We provide our callers with thoughtful information and useful referrals.
- Accurate and timely documentation. All referrals, requests and contacts are recorded to ensure statistical information is collected. This includes documentation of any gaps in services, trends, and areas where there is not sufficient support or resources. Submission of stats for weekly reporting & quarterly reporting to the Program Coordinator.
- Create a list of resources, referrals and contacts that are maintained and updated on an ongoing basis.
- This position is somewhat remote. There are times that we meet as a team in person, and times where we promote our services through expos and meetings. Navigator must be able to get to these meetings and opportunities on their own. Weekly meetings with the Happy at Home Halifax Coordinator, and monthly meetings with the entire team (Spencer House, Happy at Home Halifax and Chebucto links.)
- There will be times when we may need assistance delivering meals on Wednesdays. The navigator will need to be available to fill in for meal delivery, if needed.
- Confidentiality and a respectful nature are necessary when working with all vulnerable populations. The Navigator is empathetic and resourceful. We are aware and respect that some people will feel stigma asking for help. It is important to us that callers feel respected when they reach out for support.
- Promote the project, the service and network. Collaborate with the Coordinator, so we can utilize social media to recruit volunteers, and connect more seniors to services and information.

WE ARE HIRING!



- Hours: Monday- Friday, 10AM – 3:00PM (can be flexible) (25 hours/week)
- Wage: \$24.86/hour
- Two weeks paid vacation. This position is funded until August 31, 2025.
- Perks: Casual dress, benefits are available, flexible schedule, awesome team, and be part of something great!
- We are looking for someone to join our team ASAP. We will accept applications until August 2, 2024.
- If you are a compassionate self-starter, send us a cover letter and resume to:
- Name: Rachel Shepherd
- Email: ed@chebuctolinks.ca
- We are committed to employing staff who are representative of the diverse community we serve. If you are a member of one or more of the following designated groups, you are encouraged to self-identify on your cover letter or resume: Indigenous People, African Nova Scotians, and Other Racially Visible Persons, Persons with Disabilities, and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your application.
- Happy at Home Halifax, is a project funded by Employment and Social Development Canada - The Age Well at Home (AWAH) initiative. Happy at Home Halifax is a collaboration between Spencer House & Chebucto Links.

