**Job Description Senior Safety Coordinator**

Cumberland County Seniors Safety Coordinator

**Job Description:**

The Seniors Safety Coordinator will oversee the general management of the Seniors Safety Program (hereafter referred to as the SSP) in Cumberland County and ensure the SSP is promoting safety and security of seniors in the community through information sessions, home visits, and collaborative initiatives. The coordinator builds and maintains quality partnerships within the community in order to further the expansion of programs and services. This role involves effective prioritization in order to manage day-to-day client needs and also longer-term program and event planning and grant application deadlines.

**Qualifications:**

The Coordinator will have the following qualifications or equivalent work experience.

* Post-secondary education in a social sciences, human services, or the equivalent in life experiences
* Excellent oral and written communication skills
* Experience working with older adults
* Clear Criminal Record and Vulnerable Sector Checks
* Experience working with a non-profit organization
* Excellent team building skills
* Excellent decision making skills
* Proficient in Microsoft Office
* Skilled at group facilitation and presentations
* Experience writing grant applications
* Experience working in a policing environment would be an asset

**Responsibilities:**

The Seniors Safety Coordinator will have the following responsibilities, with the understanding that other new duties may be established in order to achieve success within the SSP:

* Keep a database and statistics of senior contacts, as well as operational and administrative filing systems.
* Accurate completion of seniors’ contact information and maintaining private and confidential records.
* Regular updates to the Seniors Safety Society
* Home visits to seniors who require assistance in dealing with being potential victims of crime or abuse. Visits may also relate to : Ambulance Rebate applications, Falls risk assessment, grant applications for household repairs/accessibility, etc.
* Refer seniors to other applicable programs and services.
* Educate on appropriate referrals and accept referrals to the SSP from members of the RCMP and Amherst Police Department, as well as other sources.
* Deliver presentations to seniors groups by regularly offering services and accommodating requests.
* Represent the SSP provincially with the Senior Secretariat.
* Represent the SSP on several local committees.
* Responsible for public relations in regards to the SSP in concert with the RCMP District Commander and or his/her delegate, namely, the Crime Prevention Officer .
* A bi-annual report in June and December of each year is mandatory.
* Conduct a presentation at Annual General meeting of the Senior Safety Society each year.
* Maintain a log of travel information
* Attend necessary training courses dealing with the SSP, which must be approved by the Society as part of Professional Development.

**Purpose:**

To provide safety/security information on an individual and group basis to seniors in Cumberland County

**Goals:**

* To increase sense of security seniors feel in their own homes.
* To increase the number of seniors provided with safety/security information and personal concerns throughout Cumberland County.
* To increase partnerships of senior service providers, encouraging referrals, combined projects and senior events.
* To monitor and evaluate the SSP on an ongoing basis.

**Objectives:**

* To meet with seniors in their own homes and at their convenience.
* To gather contact information from each senior so that they and/or their families can be reached if a concern should arise.
* To provide information on home security, personal safety, crime prevention, fraud, abuse and other concerns identified.
* To provide information on the 911 emergency system, police, fire and ambulance services.
* To provide information on other services available in the community aimed at assisting seniors.
* To refer to other agencies for assistance when deemed appropriate and with the senior’s approval – when required.
* To provide a resource person (the Coordinator) whom seniors can contact if they have any concerns.
* To provide follow-up visits so the seniors are kept informed of the latest scams, and to reaffirm safety tips and crime prevention methods.
* To maintain communications with the Policing Agencies in Cumberland County
* To have a complete computer data base of all seniors visited and the dates of each visit.
* To assist with community projects that enhance the lives of seniors.
* To implement programs that enhance the lives of seniors.
* To work with the local police authority in delivering programs designed to prevent senior abuse and other crimes against seniors.