



Carefirst Seniors & Community Services Association is a non-profit charitable community services agency established since 1976. Our spectrum of services has grown from the delivery of Chinese meals-on-wheels service to a full range of community support services, covering the whole Greater Toronto Area.

With a staff of 500 members (including full-time and part-time staff) and the help of a pool of 850 active volunteers, we serve over 15,000 clients a year, including seniors, adults, youth with physical, social, emotional and health challenges. 3,000 of whom are "home-bound" and frail.

We are currently seeking a **Care Coordinator** to join our Adult Day Program.

Terms : Full Time Permanent / Part Time Permanent

Location: 705 Progress Ave., Scarborough

Responsibilities:

- Assist with case intake, admission, and care coordination
- Respond to service inquiries and perform initial assessments to determine client eligibility for the program
- Provide support to client and caregiver by offering information and referrals to Carefirst services or external community resources as needed
- Assist in health monitoring, integrated care implementation, case management, crisis management, program development and the Caregivers Support Program
- Conduct health talks and develop program activities for clients and caregivers
- Ensure compliance with agency policies and standards to maintain health and safety at the center
- Maintain accurate service records and data for reporting purposes
- Offer guidance and support to Program Workers, PSWs, and volunteers to help them fulfill their roles and responsibilities

Qualifications:

- Degree in Social Work, Nursing, Social Services, or a related field
- Experience in direct client care and community services
- Demonstrates a caring attitude with excellent interpersonal skills
- Strong assessment skills with sound judgment in understanding clients' needs
- Excellent organizational, interpersonal, and communication abilities
- Proficient in Microsoft Office and Alayacare
- Fluent in English and a second language reflective of the community served, such as Cantonese or Mandarin
- Valid vulnerable sector police record check completed within one year

Benefits:

- Dental Care
- Extended Health Care
- RRSP match
- Comprehensive Orientation Program
- Training and Education Subsidy

Carefirst is an equal opportunity employer. We are also committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.

While we thank all candidates for their interest, only those selected for an interview will be contacted.