

**prime time in kanata**  
**Seniors Outreach Program Manager**

**2019**

Glen Cairn United Church (GCUC) in Kanata recently initiated a program, *Prime Time in Kanata*, to provide "life coaching" to seniors. Engaging directly with seniors on a one-to-one basis, qualified and trained coaches will work to identify and articulate the senior's particular problem(s), find relevant information and someone who is committed to help, and follow-up with the senior to monitor success. Coaching will be confidential and free. Managed by an accredited social worker, a team of coaches will be recruited from academic social work programs and trained as part of their professional work placement to earn a degree.

GCUC is hiring a part-time Program Manager to help establish and manage *Prime Time in Kanata*. This position is responsible for training and managing "life coaches" who will address the needs of seniors through assessment, support, connecting to resources, advocacy, system navigation, identification of system gaps and engaging the community to fill those gaps.

The Manager will be accountable to the *Prime Time in Kanata* Steering Committee to plan, develop, evaluate, and report on the Program and to discuss issues as they arise.

**Experience in working with seniors is an essential qualification for this position. Program management experience and familiarity with case management software is desirable.**

**Responsibilities**

- Manage the overall *Prime Time* Program.
- Locate, hire, train, mentor and evaluate "life coaches" coming from academic social work programs and trained as part of their academic work placement requirements.
- Train, mentor and evaluate "life coaches" which may be qualified volunteer seniors from the local community.
- Act as the main point of contact between the Program and academic institutions.
- In partnership with academic institutions develop an evaluation process which will meet the needs of students and academic institutions for work term placements and practicum requirements.
- Prepare and update a training manual for life coaches.
- Help life coaches identify, assess and catalogue community resources, organizations, agencies, businesses and individuals that can assist seniors with their issues.
- Take a lead role in the implementation of a computer-based case management system which will provide a process for collecting, protecting and managing client information, including confidentiality agreements, consent forms and case management tools.
- Functions as the primary contact for the Program with community and partner organizations such as hospitals, seniors residences, church groups and government agencies which will refer seniors to the Program. .
- In conjunction the Steering Committee, seeks out and respond to feedback from the community on the Program, and on current and potential services.
- Assist in information initiatives to make the public and community organizations aware of *Prime Time* services to seniors.
- Be the public face of *Prime Time in Kanata*.

**Education and Experience**

- Graduation from a recognized Canadian university or college program of studies with a degree in social work or equivalent . Must be qualified to supervise university and/or college students on work placements or practicum.
- Experience in community-based case management.
- Experience in managing volunteers.
- Be able to provide a Criminal Records Check.

**Skills and Abilities**

- Demonstrated skill in program development and implementation;
- Demonstrate a good understanding of the needs of seniors;
- Knowledge of community resources and services related to seniors;
- Self-motivated and able to work as part of a team
- Excellent communication skills;
- Excellent problem solving skills;
- Familiarity and experience with issues related to senior volunteers;
- Computer literacy, especially Word, Power Point and Excel;
- Familiarity with case management software;
- Maintain confidentiality in compliance with the Personal Health Information Protection Act (PHIPA), Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection and Electronic Documents Act (PIPEDA).

**Term**

This is a part-time one-year contract position starting March 18, 2019. It is intended that *PrimeTime* be an on-going program and that the contract will be renewed annually.

**Hours of work**

20 hours per week on average. Work schedule will be flexible and may require additional hours during the initial stage of the program development.

**Working Conditions**

The duties of this position may be performed in a variety of community settings and service delivery locations, such as community agencies, hospitals, seniors residences, churches, and community centres. The Program Manager will be provided with a lap top computer and smart phone and may conduct most of the work from their own home.

**Remuneration**

The contract rate will be commensurate with a candidate's education and experience, with a range of \$32.00 to \$45.00 per hour.

**Applications should be sent to Dr. David Rothwell, [primetime@gcuc.ca](mailto:primetime@gcuc.ca)**