



## Senior Supports and Systems Navigator

Term Position: April 1, 2024, to March 31, 2025  
Starting at \$25.95 to \$27.02 with credentials and experience

Celebrating 50 years, Accredited Supports to the Community (ASC) is a not-for-profit charitable organization that provides services across south-central Alberta for children, youth, adults, and seniors. ASC is seeking to fill a Senior Supports Systems Navigator position with a motivated, professional, and experienced individual.

As a Senior Supports Systems Navigator, you are focused on enabling seniors to live at home as long as possible, supporting and inspiring them to do what they love to do. In partnership with Healthy Aging Alberta, ASC collaborates with existing community services to engage in organized senior centered service planning.

### Duties and Responsibilities:

- Oversee and promote the ASC Connect Seniors Supports program
- Evaluate and report on program activities and outcomes
- Participate in the Healthy Aging Provincial Community of Practice
- Process referrals
- Provide direct supports including meal preparation, light housekeeping, companionship and or driving to and assisting with appointments, errands, shopping, and outings
- Provide support to navigate and access community, health, and social resources and provide referral to appropriate community services
- Promote safety and comfort, independence, and mental well-being in a respectful and compassionate manner
- Complete records and documentation thoroughly and accurately

### The successful candidate will have:

- At least 2 years experience in Human Services or related post secondary education
- Management experience would be an asset
- Strong verbal and written communications skills
- The ability to maintain confidentiality and professional boundaries
- Skills in Microsoft Office applications
- A valid class 5 driver's license, use of a reliable personal vehicle with \$2 million liability insurance and permission to carry passengers for work purposes
- A clear Vulnerable Sector Criminal Record Check
- Standard First Aid/CPR Certification

***Please introduce yourself by providing your cover letter with resume to [hr@asc-mva.ab.ca](mailto:hr@asc-mva.ab.ca) Competition SSN#0312. As interviews will be scheduled during the course of this posting, we suggest applying early.***

*We would like to thank all candidates in advance for their interest in this position; however, only those being considered will be contacted.*