Employment Opportunity

Community Outreach Coordinator

(Full-time)

The primary purpose of this position is to support the overall operations of the Adult Day Program and provide leadership and oversight within Supportive Housing.

Within the **Adult Day Program**, you will oversee staff and clients, and ensure the implementation of therapeutic recreation programs that are designed to meet the social, cultural, physical, mental and emotional needs of the clients.

You will liaison and develop partnerships with local agencies and government departments; maintain up to date information on clients' capacities, limitations and interests; prepare regular reports on client participation and progress; ensure the program operates within the allotted budget; plan and organize individual and group activities.

Within our **Supportive Housing** facility, you will be responsible to plan, organize, develop, and execute individual and group activities; assist with the preparation of staffing schedules; maintain and update tenant files and schedule regular check-ins with tenants.

As the principle candidate, you will have completed post-secondary education, with Degree in Gerontology and/or Activity Professionals Course or related studies. You are able to work independently, are organized, can multi-task and have excellent verbal and written communication skills. You are competent with Microsoft Office Suite and have experience in program planning. Your supervisory experience will be considered an asset. You also bring with you experience in program planning, can work as part of a team, and are certified in Emergency First Aid and Cardio Pulmonary Resuscitation.

Interested applicants, please forward your resume in confidence to:

Human Resources
York Care Centre
100 Sunset Drive
Fredericton, NB E3A 1A3
humanresources@yorkcarecentre.ca

Please include '**COORDINATOR'** in the subject line of your email. We thank all candidates for their interest; however, only those selected for an interview will be contacted.