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**INTERNAL/EXTERNAL
JOB POSTING**

**Bilingual Community Health Worker –Primary Care Outreach (Seniors)
Indeterminate full time (35 hrs/wk)**

South-East Ottawa Community Health Centre (SEOCHC) is a non-profit, community-governed organization that provides a range of multi-disciplinary services to clients, including primary care, health promotion, social services, community and resource development, home support and advocacy to address the social determinants of health. SEOCHC particularly responds to persons who face barriers to accessing health and social services and who live in South-East Ottawa. Our services and programs are designed to meet the needs of our community.

The Centre is seeking a full time Community Health Worker to provide community health services to seniors. The incumbent will work closely with other members of an inter-disciplinary team to provide health education, advocacy, practical assistance and support, and access to other programs and services, and to assist clients and their caregivers to build support networks.

Position responsibilities

- Work collaboratively with members of the PCO Team and with colleagues from various agencies to most appropriately meet client needs
- Implement the Health Links approach with clients and completes and updates coordinated care plans for all PCO clients
- Assess and monitor client's cognitive declines by using appropriate geriatric tools
- Maintain an active caseload and performs case management.
- Build relationships with stakeholders in order to support clients in accessing services, and act as a client advocate by placing telephone calls to landlords, physicians, hospital staff, welfare workers, shelter drop-in centres, etc.
- Provide individual or group education on health topics relevant to the client or group
- Accompany clients to hospital emergency, medical appointments and clinics or other appointments as required
- Refer clients to physicians and other organizations. Assists clients in obtaining resources for healthier living (i.e., personal care items, housing, income, etc.)
- Maintain accurate and complete records of client needs and ensures record keeping is up to date
- Arrange and facilitate follow-up services as per the orders of the family physician and other health care providers
- Participate on internal and external committees dealing with supports to seniors
- Participate in program evaluation and pilot projects as implemented
- Assist in the revision of program content in accordance with results of program evaluations
- Maintain client confidentiality and acts in an ethical and professional manner, in accordance with professional standards and in accordance with the policies of the Centre

Requirements

- Bachelor's degree in a relevant discipline or equivalent combination of training and experience.
- Minimum two years experience in a community-based setting.
- Minimum two years experience working with seniors.
- Knowledge of related community resources.
- Ability to assess situations and to respond appropriately.
- Interest in a variety of health issues and willingness to learn and teach others about them.
- Ability to work flexible hours based on client need.
- Ability to work collaboratively in a multi-disciplinary setting, with clients and other agencies who are involved with the care of the clients.
- Sound judgement and strong problem-solving skills.
- Valid driver's license, insurance, and use of a personally owned vehicle.
- Proficient use of computers and various software applications.
- Fluency in spoken and written English and French; other languages an asset
- Must provide proof of Covid-19 Vaccinations

Salary range: \$50,377.60 to \$59,277.40/annum plus benefits

Please submit your resumes with a cover letter no later than **4:00 p.m. Wednesday, November 30th, 2022 to:**

Human Resources Officer
South-East Ottawa Community Health Centre
<https://seochc.bamboohr.com/careers/190>

SEOCHC is committed to employment equity and values diversity in the workforce. We thank all candidates for their interest, only those selected for an interview will be contacted. Candidates with a disability requiring accommodation during the interview process should advise Human Resources so arrangements can be made.