

LA FONDATION DES FOYERS PRESBYTÉRIENS DE ST. ANDREW  
ST. ANDREW'S PRESBYTERIAN HOMES FOUNDATION

*Bienveillance en Action*



*Caring in Action*

[standrewspresbyterianhomes.org](http://standrewspresbyterianhomes.org)

**JOB DESCRIPTION: Senior Support Program coordinator.**

The St. Andrew's Presbyterian Homes Foundation is committed to promoting excellence in aging and enriching the quality of life of seniors in Montréal. Our Senior Support Program focusses on keeping Presbyterian seniors safe and independent in their own homes. Our team assists with establishing a plan for healthy aging, navigating the public health system, providing support to caregivers and family members as well as following seniors through a recent diagnosis or surgery.

The St. Andrew's Presbyterian Homes Foundation is looking to add to its team of professionals.

We are currently searching for a caring, compassionate individual to assist with our Senior Support Program (SSP).

**Your key responsibilities in this role will be:**

- Providing calls and in-person visits to seniors to assess their needs and well-being.
- Coordinating services (public, private and community based).
- Providing transport and accompanying seniors to appointments when needed.
- Providing guidance and companionship.
- Maintaining communication as needed with family members, service providers, healthcare providers and Church Elders in order to coordinate support and advocate for needs.
- Providing caregiver support.
- Signalling changing needs to Senior Support Team.
- Providing monthly reports to Executive Director with call logs and detailed file notes.

- Participating in SSP committee meetings.
- Working in collaboration with our church partners to receive new referrals.
- Promoting our program within the churches of the Montreal Presbytery. This may include attending church events, organising events to promote the SSP, communication by email and phone, and relationship building with Church Ministers, Elders and key-players.
- Some additional tasks in support of the Executive Director or for our St. Andrew's Residential Centre program may be added to duties as time/availability allows.

**Requirements:**

- Fluency in English and proficiency in French. Fluency in French an asset.
- Excellent inter-personal skills.
- Self-motivated, team player, passionate and committed to making a difference in the lives of others.
- An in-depth understanding of the public health care system, work-related experience in the public health system or related profession is strongly favoured.
- Ability to perform tasks while ensuring confidentiality of information shared is respected.
- Professionalism and a commitment to responsibilities.
- A strong sentiment of respect for seniors.
- An empathetic and patient ear, ability to listen to others and make reassuring conversation.
- Proficiency in Microsoft Word and Excel, ease in working with emails, Zoom, and other online platforms.
- Knowledge of local community organizations considered an asset.
- Valid driver's license and insurance.

This role is a renewable part-time contract position. Competitive hourly rate and km reimbursement when travelling with seniors. We invite you to apply to be part of our small but effective team and to join us in making a difference in the lives of the elderly.

Candidates should e-mail their c.v. along with three references to:

[standrewspresbyterianhomes@gmail.com](mailto:standrewspresbyterianhomes@gmail.com).

A police check will be required for this role.