

## **Alberta Elder Abuse Awareness Council – It’s Not Right: Neighbours Friends and Family Coordinator**

**Title:** It’s Not Right: Neighbours, Friends, and Family (INR:NFF) Coordinator

**Type:** Six-month contract position, with the possibility of extension

**Reports to:** The Board of Directors, through the Chair

### **Background**

The Alberta Elder Abuse Awareness Council (AEAAC) is a council made up of individuals or individuals representing organizations with a mandate to address elder abuse. The Council is committed to increasing awareness and supporting a community response to elder abuse across Alberta. Our shared vision is that all Albertans understand elder abuse and are aware of and have access to resources to address it.

### **Position Purpose**

The purpose of this role is to support the INR:NFF initiative of the Council. This key position will lead projects, promote and market the INR:NFF program and activities in Alberta. The successful candidate will maintain strong communication links with key stakeholders across Alberta.

### **Duties and Responsibilities**

- Coordinate the It’s Not Right: Neighbours, Friends, and Family initiative on behalf of the AEAAC
- Host the INR: NFF Conference Calls with trainers and presenters
- Connect regularly with INR:NFF trainers and presenters
- Distribute, collect, and compile INR:NFF surveys
- Determine additional resources and support needed to keep growing INR: NFF
- Develop an adaptable business model to make the INR:NFF initiative sustainable
- Provide regional connection, training, and support for INR:NFF
- Plan a recognition program for NFF
- Raise awareness of the INR:NFF initiative
- Connect regularly and work closely with the Council Development Specialist
- All other duties as assigned.

### **Minimum Qualifications**

- A Diploma or Degree in a Human Services or related field
- Training as a Train-the-Trainer for the It’s Not Right: Neighbours, Friends, and Family initiative.
- An understanding of abuse against older adults and experience working with older adults and/or in the family violence sector.
- An understanding and experience with community development practices.
- Excellent written and verbal communication skills, including effective public speaking skills.
- Some awareness of ethnic diversity issues.

- Working knowledge of technology (computer skills, web-based communication methods, and other electronic devices).

#### Preferred Qualifications

- Knowledge of current elder abuse programs and services in Alberta.
- Experience with facilitation.

#### Outcomes for this position will include:

- Presenters and Trainers will feel valued, supported, and equipped to provide INR:NFF presentations and training
- A community of practice for the INR:NFF has been established
- There is greater awareness in Alberta of the INR:NFF initiative and the by-standers role in addressing elder abuse

**This is a 0.5 FTE (based on approximately 20 hours/week) contract position worth \$15,000.00, that offers flexible hours, work from home and some travel across the province is required.**

#### **APPLICATION PROCESS**

Submit one complete electronic resume and cover letter by email to [shaott@medicinehat.ca](mailto:shaott@medicinehat.ca)

Closing Time: August 16, 2019 4:00pm MST. *Late resumes will not be accepted.*

**The successful candidate will be required to provide the following mandatory documentation:**

- Valid Driver's License
- Proof of Insurance (minimum of one million dollars liability)
- Criminal Records Check with Vulnerable Sector Clearance