



Case Coordinator, Accessibility Supports

Are you passionate about working with Albertans with disabilities and supporting your local community? Do you have what it takes to champion our Vision to Inspire Potential, Build Community and Enrich Lives?

Easter Seals Alberta is a provincial not-for-profit organization. Our mission is to provide services that foster inclusion, independence and recreation for individuals with disabilities and medical conditions. Working out of our Calgary office, the Case Coordinator will work with hundreds of clients each year to allocate equipment, and provide other supports through our various programs.

Responsibilities:

- Maintain up-to-date filing on all client files.
- Prepare reports as requested
- Give presentations and represent Easter Seals Alberta at meetings with other agencies as required.
- Act as a resource to the community with regards to client concerns and assistance with applications.
- Recommend changes to procedures on an ongoing basis to ensure efficiency and accuracy.
- Work in conjunction with the ESS Assistant to ensure no duplication of duties.
- Manage the Disability Travel Card Program.
- Screen information inquiries to determine need and resources.
- Manage and review applications to the Accessibilities Supports programs.
- Arrange home visits with clients, as necessary, to assess the appropriateness of equipment requests, financial need and funding options, and accessibility of the home.
- Arrange equipment trials when possible.
- Work with the Major Gifts Officer to obtain documents for funding requests.
- Issue purchase orders to suppliers for equipment ordered.
- Follow up with clients to check for satisfaction as required.
- Arrange equipment loans, proper documentation and equipment delivery as required.
- Prepare monthly activity sheets and funding reports.
- Act as liaison with community professionals including; occupational therapists and vendors.
- Other duties as assigned.

Requirements:

- Bachelor's or masters in related field (Rehabilitation, Social Services, Social Work, etc) or equivalent education and experience.
- Strong analytical and time management skills.
- Excellent communication, verbal and written

- Ability to take initiative.
- Knowledge of issues affecting people with physical disabilities is an asset.
- Experience working with people with disabilities is an asset.
- Knowledge of medical terminology is an asset.
- Experience communicating to broad range of audiences (vendors, staff, other organizations, clients and families of those we serve).
- Ability to manage a budget.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Experience working with individuals with disabilities and medical conditions is an asset.

Knowledge and Skills:

- Team builder who engages & motivates team members.
- Big picture thinker when integrating different communication channels. Able to work collaboratively with colleagues.
- Innovative thinking, flexible & change oriented.
- Translates “how we’re doing” data into “how we can make it better”.

To apply, please email your resume and cover letter to:

**Easter Seals Alberta
103, 811 Manning RD NE
Calgary, AB T2E 7L4
info@easterseals.ab.ca**

CLOSING DATE: AUGUST 7th, 2020

We thank all those who apply for their interest; however only those selected for an interview will be contacted.