



We are hiring a Client Care Services Coordinator to work in our Community Support Services Program which provides help for seniors and their caregivers in Rural Frontenac.

Permanent Full Time Position based out of Sharbot Lake
35 hours/week, wage \$23/hour plus benefits

Major Responsibilities

- Intake for all Community Support Services and update client database
- Oversees and supervise the staff in the In-Home Respite and Home Help Programs
- Assist and support seniors programming

Qualifications/Experience

- Understanding of seniors' issues and caregiver needs in Rural Frontenac
- Diploma/Degree in health care related field of study
- 2 years of supervisory experience
- Excellent computer literacy and communication skills
- CPIC
- Drivers license and access to a reliable car

Closing Date: November 24, 2023

Full job description available upon request. Send a letter and resume to laurah@rfcs.ca or drop off to 1109 Garrett St Sharbot Lake

RFCS is committed to inclusive recruitment and hiring practices in line with Ontario's Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our goal is to attract, employ, guide and retain a diverse workforce, addressing the needs of marginalized groups, including women, members of the LGBTQ2S+ community, newcomers, racialized individuals, people with disabilities, Indigenous people, and all visible minorities.

We welcome all applicants, recognizing that diversity enhances our workplace and our mission of unity in diversity.