



**Job Title:** Senior Services Coordinator

**Company:** Peavine Metis Settlement

**Location:** Peavine Metis Settlement

**About Us:** Peavine Metis Settlement is dedicated to providing exceptional care and support to seniors in our community. We believe in empowering our elderly population to live fulfilling lives by offering comprehensive services tailored to their individual needs. As advocates for senior wellness and independence, we are committed to delivering compassionate care and fostering meaningful connections within our community.

**Position Overview:** We are seeking a compassionate and dedicated Senior Services Coordinator to join our team. The Senior Services Coordinator will play a pivotal role in supporting the well-being of our elderly community members by facilitating meetings, coordinating services, and actively listening to their needs. This role requires a strong sense of empathy, excellent organizational skills, and the ability to build rapport with seniors from diverse backgrounds.

**Responsibilities:**

- Act as a primary point of contact for seniors seeking assistance and support.
- Coordinate and schedule meetings, appointments, and activities for seniors based on their preferences and needs.
- Conduct thorough assessments to understand the individual requirements and preferences of each senior.
- Provide empathetic and attentive listening to seniors, offering support and guidance as needed.

- Collaborate with other team members and community resources to ensure comprehensive support for seniors.
- Maintain accurate records of interactions and services provided to seniors.
- Continuously seek opportunities to improve and expand senior services based on feedback and community needs.
- Stay informed about relevant resources, programs, and initiatives available to seniors in the community.

**Qualifications:**

- Bachelor's degree in social work, gerontology, psychology, or a related field (preferred).
- Proven experience working with seniors or in a similar support role.
- Exceptional communication and interpersonal skills, with the ability to empathize and connect with seniors.
- Strong organizational abilities and attention to detail.
- Ability to work independently as well as collaboratively within a team.
- Proficiency in basic computer skills and familiarity with relevant software applications.
- Commitment to upholding the highest standards of ethics and confidentiality.
- Compassionate and patient demeanor with a genuine passion for supporting seniors.

**Benefits:**

- Competitive salary commensurate with experience.
- Comprehensive benefits package including health insurance and retirement plans.
- Opportunities for professional development and advancement within the organization.
- Meaningful work that positively impacts the lives of seniors in our community.
- Supportive and collaborative work environment.

If you are passionate about making a difference in the lives of seniors and possess the skills and qualities outlined above, we encourage you to apply for the Senior Services Coordinator position at Peavine Metis Settlement. Join us in our mission to empower and support the elderly members of our community!

**How to Apply:** Please submit your resume and a cover letter outlining your qualifications and interest in the position to [admin@peavinemetis.com](mailto:admin@peavinemetis.com). We look forward to reviewing your application!