



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	HEALTHY AGEING FACILITATOR
<b>DEPARTMENT:</b>	SERVICES TO SENIORS
<b>CLASSIFICATION:</b>	COMMUNITY WELLNESS & HOUSING SUPPORT WORKER
<b>UNION:</b>	MGEU FACILITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	SERVICES TO SENIORS COORDINATOR
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

Reporting to the Services to Seniors Coordinator, the Healthy Ageing Facilitator will support seniors, their families, and caregivers to have access to a broad selection of high-quality programs and services that provide support at different stages of ageing and level of need. The incumbent will focus on working with local community groups, volunteers and other service providers, coordinating services and programs developed to support independent living and healthy ageing. Presentations and educational workshops on falls prevention, home safety, elder abuse, and other healthy ageing initiatives is also a key responsibility of this position.

The position of Healthy Ageing Facilitator is aligned with the Provincial Seniors Strategy, and functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Coordinates programs and services to support older adults with Instrumental Activities of Daily Living (IADL's).
- Coordinates programs and services to support and enhance independent living and healthy ageing.
- Develops and/or enhances multisectoral and community partnerships and relationships.

- Works with community and consumer groups to build capacity to support seniors in accessing local and provincial services and programs.
- Maintains effective relationships and works closely with community and consumer groups to increase the visibility and promotion of senior programs and services.
- Develops and maintains statistical information to track program and support services utilization, effectiveness and outcomes.
- Collaborates with Services to Seniors Coordinator to address identified gaps and to provide seniors with inclusive accessible support services and programs.
- Develops and maintains networks at a community and organization level.
- Demonstrates professional responsibility and accountability, while practicing with a high degree of autonomy when providing services.
- Maintains client confidentiality at all times.
- Participates in formal self-evaluation by identifying areas of strength and opportunities for development.
- Seeks guidance as appropriate.
- Participates in relevant educational programs and workshops to increase professional competence and to meet personal needs and goals.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER**

- Performs other duties as assigned.
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Grade 12
- Courses or training related to Gerontology would be an asset.

**REQUIRED KNOWLEDGE:**

- Knowledge of community resources for seniors.
- Knowledge of current Health Promotion theory and best practice.
- A sound understanding of the needs of an ageing population, principles of health promotion and healthy ageing, and strategies for ageing in place.
- Knowledge of computer systems and current and related software applications.

**EXPERIENCE REQUIRED:**

- Two (2) years' experience working with the senior's population.
- One (1) years' experience in the development, delivery and evaluation of workshops and programs, educational training with knowledge of the principles of Adult Learning.

**SKILLS/COMPETENCIES:**

- Demonstrated ability to work independently in a self-directed manner, displaying initiative and creativity.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).

- Excellent organizational and time management skills with the ability to prioritize a diverse workload.
- Demonstrated ability to work well within a team environment.
- Demonstrated ability to deliver effective education and information presentations.
- Excellent interpersonal skills.
- Ability to foster and maintain positive working relationships.
- Good written and oral communication skills.
- Commitment to continuing self-development and continuous quality improvement.
- Valid Manitoba driver's license.
- Mental and physical ability to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

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#### **WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

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#### **WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

#### **PATIENT SAFETY**

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

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Created: October 2024  
Date

Revised: \_\_\_\_\_

Approved by: B. Winery  
Regional Manager/ Supervisor \_\_\_\_\_ Date

Approved by: [Signature]  
Executive Lead/ CEO \_\_\_\_\_ **Nov 26, 2024**  
Date

Reviewed by: [Signature]  
Executive Lead, Human Resources \_\_\_\_\_ Nov 26/24  
Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*