

Riverbend United Church

Edmonton, AB

Care Coordinator Job description

September 2023

The Care Coordinator will assist the Minister and the Riverbend United Church Care Team in supporting its members, specifically in facilitating the team in making calls, visiting, and sending cards. This position involves both personal connection and administration skills.

The appropriate candidate will have a caring personality, possess organizational skills, and be able to work both independently and dependably.

This is a home-based position that may include some travel. However, Care Team meetings will be held at Riverbend United Church. Computer skills are required for record keeping with some office support available when needed.

The successful candidate will have to pass a vulnerable sector check.

The hours consist of 20 hours of work each month for 11 months a year. An honorarium of \$600.00/month will be paid.

Responsibilities:

- Facilitating the Care Team in the calling, visiting, and the sending of cards to homebound members of the congregation.
- Leading regular Care Team meetings and offering support to its members.
- Tracking anniversaries of deaths and sending cards to living spouses or children who are church members on these anniversaries.
- Coordinating communication for occasional Grief Groups and sending invitations to bereaved members (Minister will lead these groups).
- Identifying and organizing workshops that can foster congregational health on topics such as meditation, grandparenting, and how to handle life changes throughout the continuum.
- Attending monthly staff meetings when possible.
- Assisting in occasional worship services would be welcomed.

Qualifications & Core Competencies:

- Requires a High School diploma, G.E.D., or equivalent.
- Possesses excellent organizational skills, ability to prioritize, and multi-task.
- Displays strong communication(verbal/written) and interpersonal skills.
- Demonstrates strong computer skills.
- Is flexible and adapts well to change.
- Regular worship at Riverbend United Church will be an asset.