JOB POSTING
Falls Prevention Coordinator

JOB TITLE: Falls Prevention Coordinator (20 hours/week)
REPORTS TO: Supervisor, Community Health and Wellness
DATE: February 14, 2014
LOCATION: Travels throughout Huron and Perth counties
HOURS OF WORK: Must be available Monday to Friday.

SUMMARY:
Reporting to the Supervisor, Community Health and Wellness, the Falls Prevention Coordinator supports program development and provides direction to instructors for the implementation of ONE CARE Fall Prevention programs in both community and retirement home locations. The Coordinator will lead training sessions for instructors, teach proper exercise techniques, principles, and procedures, and lead wellness, health and education programs.

RESPONSIBILITIES:

1. Assists in the development of an evidence-based falls prevention program that includes components of exercise and education to promote strength, balance, endurance, and flexibility that will promote health and prevent incidence of falls.
2. Assists in development of educational components of classes in accordance with current best practices in the prevention of falls and appropriate for clients of all levels of cognitive ability. Works with wellness program staff to circulate education support materials to instructors for program delivery.
3. Makes evidence-based recommendations for client assessment, including appropriate tools, frequency and evaluation methods.
4. Visits class locations across Huron and Perth Counties, a minimum of once per quarter to:
   a. audit volunteer and staff program delivery;
   b. measure and collect initial client baseline data and ongoing client outcomes;
   c. monitor equipment inventory, status, safety and storage;
   d. direct changes in exercise implementation responsive to class functional levels;
   e. provide volunteer and staff training in proper exercise technique, new exercises and upcoming education modules; and
   f. monitor locations for risks and identify changes required to maintain health and safety of volunteers, staff and clients.
5. Completes administrative record-keeping including: tracking of client participation, equipment inventory tracking, audit reports for program delivery and outcomes, and audits of documentation completion.
6. Participates in program evaluation and makes recommendations for design changes required.
7. Ensures the rights and privacy of staff, volunteers and clients are maintained.
8. Supports recruitment, orientation and retention of volunteers to meet program needs.
9. Maintains accurate records of statistics and compiles data for reports to meet internal, referral and funding source requirements.
10. Participates in internal and external partnership committees as directed by Supervisor.
11. Accountable for being knowledgeable about the health and safety program and safe working procedures. Ensure compliance with all internal and external health and safety standards.
12. Accountable for being knowledgeable of all policies and procedures related to their employment and functions.
13. Performs other duties as assigned by Management.

QUALIFICATIONS:

1. University degree in Kinesiology, Occupational Therapy or Physiotherapy.
2. Current registration with provincial association (College of Kinesiologists Ontario, College of Occupational Therapists of Ontario, College of Physiotherapists of Ontario).
3. Minimum 1 year of working experience, with demonstrated experience in developing and implementing programs with older adults.
4. Up-to-date knowledge of best practices for falls prevention for older adults.
5. Demonstrated experience in implementing exercise programs with older adults and physically able to lead exercise programs.
6. Proficiency in the use of computers including Word, Excel, Outlook and other similar software products.
7. Valid driver’s license, insurance and use of reliable transportation.
8. Current CPR and First Aid.

Application deadline: March 7 2014, 4 p.m.

SEND RESUMES TO:
recruitingservices@onecaresupport.ca
or
Fax: 1-519-482-1498

We thank all applicants. Only those selected for interviews will be contacted.