



Keewatin/Inkster Neighbourhood Resource Council Inc.
1625 Logan Avenue, Winnipeg, MB R3E 1S8 204-774-3085 kinrc@mts.net

The Keewatin Inkster Neighbourhood Resource Council Inc. is hiring a **Tenant Resource Coordinator**. (35 hrs./Week). Position start date is May 17, 2021.

Position Summary: The Tenant Resource Coordinator will work within multiple 55+ properties and provide onsite support to the older adults who live there. The support provided will promote independent living by connecting residents to programs, services, and community. This position will report directly to the Senior Resource Coordinator of KINRC.

Duties and Responsibilities:

- Build strong and caring relationships with the tenants – assessing needs and direct them towards applicable resources.
- Network with other Tenant Resource Coordinators and share best practices.
- Coordinate social opportunities – on site and excursions.
- Recruit and manage volunteers.
- Collaborate with other community organizations to provide information and education.
- Provide regular reporting to the Senior Resource Coordinator.
- Facilitate Get Better Together sessions at each block yearly.
- Participate in fundraising initiatives held by the Resource Council.
- Other assigned duties as required.

Qualifications and Experience:

- Previous experience in Seniors Care, Seniors Resource or Tenant Resource Support positions will be considered a strong asset.
- Possess strong leadership and program development skills.
- Ability to establish and maintain professional working relationships with tenants, family supports, Block Managers, Home Care, and other connected service providers.
- Possess strong oral and written communication skills.
- Possess strong time management and organizational skills.
- Have a good working knowledge of Microsoft Office, Internet Explorer, Zoom and Microsoft Teams video conferencing.
- Be in possession of, or in process of obtaining, a current Criminal Record Check and Vulnerable Persons Record Check.

Resumes with cover letter can be emailed to kinrc@mts.net – Attention to Harvey Sumka. Applications will be accepted until 4pm on Monday April 26th.

THANK YOU FOR YOUR INTEREST!