

## Service Coordinator

### Full Time Position

*The Southern Alberta Brain Injury Interest Society (SABIS) is a registered charity that has served over 1600 Calgarians who have been affected by brain injury, their families and personal support network. We provide emotional support, service coordination, referrals to other community programs, advocacy, information and education.*

*SABIS is seeking a dynamic, passionate, creative, energetic Service Coordinator to rebuild lives of survivors of acquired brain injury one step at a time.*

#### Qualifications:

- Completion of post secondary program in a field of study such as social work, disability studies, community rehabilitation or related diploma/degree programs.
- Own vehicle and valid driver's license and willingness to travel regularly
- Criminal record check and driver's validity license check
- Excellent oral and written communication skills (English)
- Problem solving and critical thinking skills, significant use of memory, ability to work independently and as part of a team, work well with others, able to prioritize tasks, follow through and meet deadlines
- Able to multitask and work under pressure
- Able to use Microsoft Office Software, Internet and web based data base programs

#### Additional Skills:

- Work cooperatively with adults who have an acquired brain injury and the members of their families
- Assist clients to identify, prioritize, find and obtain the supports and services they require to live as independently as possible.
- Obtain Information and prepare reports or case histories; Appraise clients' strengths, needs and/or eligibility for specific services; Develop, coordinate and implement the delivery of specific services within the community; Develop and maintain accurate community resource lists; Liaise with other social service agencies and health care providers involved with clients; Engage in community capacity building activities; Maintain program statistics for purpose of evaluation and funder reporting; Other administrative and office activities; Other support coordination and outreach activities.
- Previous experience working with survivors of acquired brain injury would be considered an asset.

Terms of Employment and Salary

- Permanent, full time
- \$32,000 annually, mileage paid, medical benefits package to commiserate after probationary period, other benefits.

Anticipated start date: Mid September 2010

Please Forward Resume to:

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Executive Director  
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Calgary, AB T1Y 5R8  
Fax 403-283-5867

*We thank all applicants, however, only those selected for an interview will be contacted.*

For further information about the Southern Alberta Brain Injury Society and its programs, we encourage you to visit our website at [www.sabis.ab.ca](http://www.sabis.ab.ca)