



Hoarding Disorder Foundation of Alberta

Compassion | Collaboration | Community

Job Description: Volunteer Resource Database Coordinator

Position Summary

Our long-term Vision for HDFa is to be the first stop for those in Alberta affected by Hoarding Behaviours to find education, resources, and support. We have been able to start a resource database primarily for the Edmonton area. Our intention is to build a robust resource directory.

Key Responsibilities and Accountabilities

- Research and vet available supports and services.
- Ensure the accuracy of the resource database by connecting with those currently listed on the database.
- Update the resource the directory as needed.

Qualifications

Education

- Minimum of Grade 12 Diploma.

Knowledge Skills & Experience

- Some understanding and/or life experience with Hoarding Behaviours would be an asset.
- Excellent verbal and written communication skills.
- Excellent attention to detail is required, with a focus on accuracy and quality of information.

Key Competencies for Success at HDFa

Integrity & Trust Adheres to an appropriate and effective set of core values and beliefs, acts in line with those values. Is trusted; is seen as a direct, truthful individual; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Compassion & Empathy Attends to and validates expressed emotions, seeks to understand participants' perspectives, and shows genuine concern for their needs. Shows positive regard to all group members. Uses positive, affirming and encouraging statements and facial expressions.

Organizational Skills Excellent planning, coordinating, time management, and organizational skills; including making good use of time and resources and sorting out priorities.



Communication Able to effectively engage with other people both on a one-to-one basis and in group settings, including understanding and responding to the needs of others in a professional manner. Excellent written communication skills.

Collaborative Mindset Works to achieve the common goals of HDFA, by sharing ideas, information, challenges, and successes.

Continuous Learning Commitment to seeking new knowledge and skills, as well as developing existing capabilities. Taking advantage of opportunities for professional development, seeking feedback on both style and performance, learning from others and gaining valuable lessons from successes and mistakes.

To Apply for this position please submit your Resume and covering letter outlining your interest in the position to:

Hoarding Disorder Foundation of Alberta

Attention: Marjorie Keay, Board Chair

@hoardingdisorderfoundation@gmail.com

