



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

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## Caregiver Supports Program Assistant (15 hours per week)

Internal/External Job Posting

Posting period: June 1<sup>st</sup> to June 11<sup>th</sup>, 2021

### Job Overview

The Caregiver Supports Program Assistant will work with the Seniors Program Team and provide supports to family and friend caregivers; will assist and work under the direction of the Caregiver Supports Program Coordinator to implement caregiver services which include Support Groups, Home Visit, Phone Buddy, Digital Literacy, Self-care, and one to one navigation support; will also help caregivers to participate in community life. Specific areas of responsibility include:

1. Assist to implement current caregiver services and special events.
2. Contact caregivers regularly by phone, email, or in-person, to support the wellbeing and growth of caregivers.
3. Identify caregivers and follow up by providing information and resources.
4. Identify and conduct intakes for potential caregiver participants.
5. Promote services & program information both internally and externally.
6. Collect statistics in a timely manner and maintain program-related documentation.
7. Work with colleagues, volunteers, and participants to address needs of caregivers.
8. Attend SVNH Staff meetings and Seniors Team meetings when needed.
9. Other duties as requested by the Caregiver Supports Program Coordinator.

### Qualifications and Skills

- Diploma in Community Development or Social Services or combination of education and minimum of 1 years' experience in community service.
- Experience working with seniors and volunteers in a multicultural environment.
- Knowledge in group facilitation and adult education skills.
- Knowledge of caregivers' issues and South Vancouver community and resources.
- Good time management and organizational skills; and ability to work independently.
- Proven experience working collaboratively in a team environment.
- Demonstrated ability to problem solve.
- Good written and verbal English skills. Second language (Mandarin and/or Cantonese) an asset.
- Experience in word processing, database, publishing, and Internet research.
- Class 5 Drivers License an asset.
- Criminal record search required.

### Employment Terms

- Job Type: Short Term, 15 hours per week
- Position Period: July 5<sup>th</sup> to December 10<sup>th</sup>, 2021
- Days of work negotiable in consultation with program supervisor.
- Salary: \$18.10-\$19.13/hour Band 5 (dependent on experience), 6% vacation pay in lieu of paid vacation

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**Please email cover letter and resume to:**

Ping Chen, Caregiver Support Program Coordinator

South Vancouver Neighbourhood House, 6470 Victoria Drive, Vancouver, BC, V5P 3X7

For a detailed job description please email [ping.chen@southvan.org](mailto:ping.chen@southvan.org)

*The Association of Neighbourhood Houses of VC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Only successful candidates will be contacted.*

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