



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 t: 604-324-6212 f: 604-324-6116 website: www.southvan.org

Welcome Bienvenue 歡迎 Chào mừng Quý Vị ਜਆਇਆ ਨੂ Bienvenidos

Seniors Program Assistant (24 hours per week)

Internal/External Job Posting

Posting period: June 1st – June 11th, 2021

Job Overview

The Seniors Program Assistant will work under the supervision of the Director of Seniors Programs and the Navigation and Peer Support Coordinator and work collaboratively with the Seniors' Program and the new Local Love Food Hub staff team and Food Hub Spoke partners to support the administration, in-house and off-site programs and the delivery of the outreach to non-English speakers and food insecure seniors. These initiatives provide opportunities for seniors from all cultural background to connect with community services and to participate in community life. This position will work will assist and work under the direction of the Navigation and Peer Support Coordinator to reach out to community members and to develop and implement a pilot program that provides COVID-19 related health and safety information, supports and community building opportunities for seniors. This position will also provide programming and administration support to the South Vancouver Seniors' Hub Council.

Duties and Responsibilities

1. Co-develop and co-implement outreach strategies to identify opportunities to connect and highly vulnerable, non-English speaking, racialized seniors.
2. Reach out to these seniors to build social connection during COVID-19.
3. Connect seniors to senior's programs and food security programs as required.
4. Develop and maintain contact with other SVNH staff and community partners.
5. Co-facilitate meetings and co-lead community dialogues to broaden our understanding of the needs and opportunity for this community and build connections to services in partner organizations.
6. Assist with development and implementation of a social program for highly vulnerable, non-English speaking, racialized seniors to build social connection during COVID-19.
7. Support in-house and off-site programming.
8. To be aware of community needs, gaps, trends and to share this information at team meetings as needed.
9. Collect statistics and maintain program-related documentation.
10. To attend staff, team, and strategic planning meetings & participate in SVNH activities/special events as required.
11. Other duties as requested by the Director of Seniors Programs and members of the Seniors staff team.

Qualifications and Skills

- Diploma in Community Development or Social Services or combination of education and minimum of 1 years' experience in community development
- Minimum of 1 years' experience conducting outreach to vulnerable populations
- Knowledge of community development approaches and the development of outreach strategies
- Experience working with highly vulnerable, non-English speaking racialized seniors
- Fluency in English is required
- Fluency in another language commonly spoken in South Vancouver (Cantonese and/or Mandarin) is highly preferred
- Experience working directly with individuals from diverse racial, ethnic, linguistic, cultural, and socioeconomic backgrounds
- Knowledge of community development principles, experience with anti-oppression frameworks and strength-based approaches
- Previous experience with neighbourhood houses an asset
- Knowledge of South Vancouver area is desired
- Strong computer skills, good time management and organizational skills and ability to work independently
- Proven experience working collaboratively in a team environment
- Demonstrated ability to problem solve
- Demonstrated ability to work collaboratively with others to achieve common goals and positive results



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- Ability to define tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives
- Please note that at criminal record check must be successfully cleared

Employment Terms

- Job Type: Fixed Term position, Monday to Friday, 24 hours per week
- Position period: July 5th to March 31st, 2022
- Salary: \$18.10-\$19.13 (Band 5) depending on experience, 6% vacation pay in lieu of paid vacation

Please email cover letter and resume to:

Karen Hung, Navigation and Peer Support Coordinator

South Vancouver Neighbourhood House

6470 Victoria Drive, Vancouver, BC, V5P 3X7

For a detailed job description please email karen.hung@southvan.org

The Association of Neighbourhood Houses of BC 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.