



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

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

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다

Manager of Community Based Seniors' Services Internal Job Posting Full-Time

South Vancouver Neighbourhood House (SVNH) is on the unceded, occupied, ancestral, traditional, and stolen homelands of the Coast Salish Nations, the x̣m̄m̄θkw̄ȳəm (Musqueam), Skwxwú 7mesh (Squamish), and Səlíl̓ Iwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

South Vancouver Neighbourhood House is looking for a Manager of Community Based Seniors' Services. Working within a community development framework, this collaborative leadership position provides management, oversight and coordination of community-based non-medical programs and integrates these into the SVNH seniors' program. As the Manager, you will directly supervise and support capacity building and professional development of a diverse team of staff and volunteers. The position oversees recruiting, hiring, orienting, coaching, supervising, and other HR processes for staff and volunteers of the program in consultation with the Director of Seniors' Programs.

Duties and Responsibilities:

Program Management and Coordination:

- Coordinates and provides oversight of the following programs non-medical community-based seniors' programs including the South Vancouver Better at Home basket of services (transportation, friendly visiting, yard work, grocery shopping and frozen meal service) ; and the Age Well at Home initiative designed for vulnerable seniors living in Southeast Vancouver.
- Working with a staff team, provides support to participants, interns, and volunteers to guarantee success (i.e., community-based projects, mentor matching, providing guidance and supervision, etc.)
- Takes lead in developing and preparing funding proposals, and identifying new funding opportunities to support project leads in sustaining community-based activities, and / or augment the project.
- Plan, administer, monitor, and control program budgets.
- Organizes resources, including human, financial and other, to achieve goals.
- Monitors, evaluates, documents outcomes, submits outcome and monitoring reports, and ensures program objectives and outcomes meet funder expectations.

Community Development:

- Using a holistic asset-based approach (individual, community and organizational) to establish goals and objectives with inputs from participants/ volunteers, community partners, staff, and Program Director.
- Builds and maintains relationships with local community members and community partners to create community links to support initiatives.
- Identify and support community leaders in carrying out various initiatives.
- Facilitate community gatherings and training in a manner conducive to capacity-building and leadership development.

Building Better Neighbourhoods Together Since 1977





SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

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

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다

- Actively engage the community in the development of and the decision making related to participant and community issues
- Act as an advocate for seniors in the community.
- Participate in / conduct social research and/or develop initiatives in partnership with educational institutions.
- Assesses and provides enhancements and supports to House activities, such as community celebrations and multicultural events; and supports implementation of these activities, including overseeing logistics, etc.
- Provide guidance and oversee related community engagement initiatives as delegated by the Program Director.

Staff and Volunteer Management:

- Directly supervises and supports capacity building and professional development of a diverse team.
- Responsible for recruiting, orienting, supervising, mentoring, performance appraisals, etc.
- Oversight of the development and implementation of training and orientation of volunteers and/ or staff related to intercultural communication, antiracism, leadership, and other relevant topics.

Qualifications:

- Minimum 3-5 years demonstrated experience in community development from an asset-based perspective.
- University degree or equivalent combination of experience and education in a relevant field (such as gerontology, community development and social work).
- Demonstrated experience in supervising staff, interns, and volunteers.
- Ability to work collaboratively with culturally diverse community residents, volunteers, co-workers, and community service partners.
- Proven experience in project coordination and program development; and ability to plan, mobilize, and evaluate various initiatives.
- Proven ability to develop programs and successfully secure funding and other resources to implement programs.
- Knowledge of adult education and strong group facilitation / training skills.
- Strong interpersonal, organizational, leadership and communication skills.
- Excellent oral and written English language skills.
- Experience working in multicultural context inclusive of newcomers and Indigenous populations.
- Oral and written proficiency in a second language reflective of the South Vancouver community (such as Punjabi, Cantonese, or Mandarin) an asset
- Demonstrated ability to keep effective records and statistics and ability to write reports.
- Proficiency with Word and Excel, Internet, and email
- Knowledge of the South Vancouver community and relevant community resources an asset.

Building Better Neighbourhoods Together Since 1977





SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

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

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다

Compensation: \$29.64 to \$32.85 depending on experience, 35 hours per week, with occasional weekends and evenings, Municipal Pension Plan, Extended Health and Dental benefits, vacation and sick leave, Employee and Family Assistance Program

Application Period: March 18th to March 29th, 2024

Job start date: April 15th, 2024

Please send cover letter and resume by email with subject heading CBSS Manager to: shelley.jorde@southvan.org
Shelley Jorde, Director of Seniors Programs, shelley.jorde@southvan.org

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to apply. Only short-listed candidates will be contacted for an interview. No phone calls please.

Building Better Neighbourhoods Together Since 1977

