



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

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

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Volunteers Assisting Seniors Independence (VASI) Program Coordinator

Internal/External Job Posting - Part-Time

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

South Vancouver Neighbourhood House is looking for a **VOLUNTEERS ASSISTING SENIORS INDEPENDENCE (VASI) PROGRAM COORDINATOR** to join our Seniors team. The VASI program Coordinator will be responsible for development/expansion, implementation, coordination and promotion of volunteer delivered VASI services, including friendly visiting/phone calls, home maintenance, snow removal, home deliveries, prepared meal delivery and resources & referrals. The VASI coordinator is an integral part of the community-based seniors' services team and will work closely with colleagues to deliver wrap-around services that best meet the unique needs of older adults.

The successful candidate will be detail oriented, excel at creating community connections and have knowledge and experience in volunteer administration. This is a part-time position at 21 hours per week.

Role & Responsibilities:

- Develop, implement/expand, coordinate, and promote VASI services, including friendly visiting/phone calls, home maintenance, snow removal, home deliveries, prepared meal delivery and resources & referrals in collaboration with SVNH seniors' team and community partners;
- Recruitment, screening, training, and ongoing supervision of volunteer team that will be providing direct services to older adult participants;
- Program promotion and outreach, home visits, registration and needs assessment, refer seniors to other services as needed;
- Monitor and evaluate the effectiveness of the VASI program, on-going needs for program development, partner collaborations and advocacy;
- Build and maintain relationships with program partners and key seniors serving agencies to ensure understanding, support, and referrals to the program;
- Maintain service records and statistics through database and prepare reports on project goals/outcomes for evaluation, funders, and organizational requirements;
- Actively participate in the Community of Practice meetings and work with other Neighbourhood House VASI site Coordinators to ensure best practices and share learnings;
- Build awareness of community needs, gaps, trends and share this information at team meetings and with partners and stakeholders;
- Identify and provide leadership through community development to build the capacity of seniors to age in place and build social connections

Qualifications & Skills:

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- Post secondary education in a relevant discipline (e.g., gerontology, social work, family studies, psychology, etc);
- Good understanding of seniors issues and how to work with challenges faced by older adults including those who are newcomers to Canada;
- Knowledge of community development principles, experience with anti-oppression frameworks and strength-based approaches
- Demonstrated ability to plan and implement a new program including appropriate policies and procedures for risk management;
- Minimum 2 years' experience working with seniors and culturally diverse communities;
- Volunteer management expertise: knowledge and skills in developing and implementing systems related to intake, screening, and assessment; ability to support and train volunteers;
- Strong English writing skills and ability to produce formal, anecdotal, and statistical reports;
- Strong computer knowledge and experience including Microsoft Office;
- Knowledge of relevant community resources, service providers and networks within South Vancouver;
- Ability to work independently and as a team member;
- Demonstrated ability to comply with policies and procedures regarding privacy, confidentiality;
- Valid first aid certificate (or willingness to obtain Level 1 Occupational first aid)
- Cleared criminal record check;
- Ability to speak another language (such as Punjabi, Cantonese, Mandarin, Tagalog) an asset;
- Valid class 5 driver's license an asset

Compensation: \$26.68 per hour

Application Period: Posting period: August 23-September 2, 2024

Schedule: 21 hours per week, 3 days per week between Monday to Friday (days of the week TBD)

Start Date: September 9th, 2024 (Approximate)

Please send cover letter and resume by email with subject Volunteers Assisting Seniors Independence (VASI)

Program Coordinator by September 2nd, 2024 to:

Alex Hill - Manager of Community Based Seniors Services (She/Her/Hers) alex.hill@southvan.org

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