



September 2021

JOB POSTING

Therapeutic Activation Program for Seniors Coordinator

Burnaby Neighbourhood House is currently seeking a professional with experience working with seniors to join our team as the coordinator of the Therapeutic Activation Program for Seniors (TAPS). The Coordinator will oversee programs for frail seniors, including outreach, activity groups and essential services. The Coordinator will also work with Burnaby Neighbourhood House's Seniors Teams to develop a range of social connection program to meet the diverse needs of seniors living in Burnaby.

General Duties and Responsibilities:

- To develop and promote online, telephone and in-person programs and services that welcome seniors of diverse backgrounds and abilities.
- To build close working relationships with senior serving organizations, health and city departments, multicultural organizations, and other existing community programs to generate appropriate referrals from a range of sources to the TAPS program and seniors' social connection program.
- To conduct intake interviews and assessments to ascertain the needs of the senior client and make referrals to appropriate internal and community resources.
- To develop and implement a therapeutic day program for frail seniors (when health orders allow)
- To recruit, train, and support volunteers in leadership roles in the implementation of the TAPS program and seniors social connections program.
- To oversee the evaluation and reporting process. This involves gathering statistical information on contacts made and preparing progress reports on a monthly and annual basis.
- To oversee case files of senior participants and liaise with support networks.
- To attend meetings that relate to seniors issues as necessary
- To supervise staff and provide leadership to team planning and meetings
- To oversee the administration of program revenues and expenditures.
- To work as part of the BNH staff team and perform related and other duties as assigned

Qualifications:

1. Degree or diploma in a seniors' related field plus training and/or experience in program development, coordination and evaluation, or equivalent education and training.
2. Strong skills and experience in working with seniors and volunteers.
3. Past experience supervising staff and leading a team.
4. Excellent communication, writing, planning and problem solving abilities.
5. Proven ability to work effectively with diverse populations and with a broad range of community and public partners.
6. Passion for supporting seniors to overcome social isolation and encourage the building of their strengths and active participation in the community.

7. Knowledge and awareness of issues surrounding diversity and multiculturalism.
8. Willingness to be flexible and adaptable in the workplace
9. Proficient with computer programs, including Microsoft Office (Microsoft Word, Excel, PowerPoint), and virtual platforms, including Zoom, Microsoft Teams and Dialpad Meetings (Formerly Uberconference)
10. Driver's license and access to a vehicle.
11. Current Emergency first-aid certification or willingness to obtain
12. Second language (Mandarin, Cantonese) is an asset

Other Details:

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply
- Must be fully vaccinated against COVID-19

Reporting:

Therapeutic Activation Program for Seniors Coordinator reports to the Manager of Seniors Services.

Hours & Pay rate:

30-35 hours per week

Rate of pay between \$22.00 - \$23.34 (dependent on experience) plus benefits.

Deadline: Friday, October 15th, 2021

Thank you for your interest in this position, however, only short listed candidates will be contacted.

To apply please email resume to: simoneg@burnabynh.ca

Or mail to:

Burnaby Neighbourhood House
4460 Beresford St
Burnaby, BC
V5H 0B8

No phone calls please

Burnaby Neighbourhood House is a community driven and community funded agency located on the unceded territories of the Tsleil-Wauthuth (səlilwətaʔ), Kwikwetlem (kwikwəʔləm), Squamish (Skwxwú7mesh Úxwumixw) and Musqueam (xʷməθkʷəy̓əm) nations with a unique focus on neighbours supporting neighbours.