

Nov 2022



JOB POSTING

Seniors Coordinator - Day Program

Burnaby Neighbourhood House is currently seeking a professional with experience working with seniors to join our team as the coordinator of the BNH's community day program. The Coordinator will develop and oversee a new activity program addressing the social, emotional, and physical needs of frail seniors living in Burnaby.

General Duties and Responsibilities:

- To develop and implement a therapeutic day program for frail seniors.
- To create 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 day program.
- To conduct intake interviews and assessment processes to ascertain the needs of the senior client and make referrals to appropriate internal and community resources.
- To recruit, train, and support volunteers in leadership roles in the implementation of the day program.
- To oversee the evaluation and reporting process. 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 work as part of the BNH staff team and encourage the involvement of seniors in the community.
- 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.

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. Driver's license and access to a vehicle.
10. Current Emergency first-aid certification or willing to obtain

Reporting:

The Seniors Coordinator - Day Program reports to the Manager of Seniors' Services.

Hours & Pay rate:

35 hours per week
Rate \$24.05/hour plus benefits.

Other Details:

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply

Deadline: until position is filled

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 (Sḵw̱xwú7mesh Úxwumixw) and Musqueam (xʷməθkʷəy̓əm) nations with a unique focus on neighbours supporting neighbours.