Better at Home - Intake Specialist

Kitsilano Neighbourhood House (Kits House) is a registered non-profit charity organization dedicated towards improving the quality of both community and family life. Kits House offers a variety of programs and services which support the diverse populations living on the Westside of Vancouver (Kitsilano, Dunbar, Arbutus Ridge and Point Grey).

Under the supervision of the Better at Home Program Coordinator, the Intake Specialist plays a key role in assessing and completing offsite intakes of seniors and older adults for the Better at Home and 55 and Better Programs. We are looking for self-motivated and compassionate individuals to join the Better at Home Team. Training will be provided.

RESPONSIBILITIES:
- Provide a safe, welcoming and inclusive environment for seniors and older adults during the intake process
- Complete partial intake over the phone and schedule the in-person appointment
- Travel to the participant’s home to complete the intake forms and assessment process
- Participates in all staff meetings and trainings

Qualifications and Skills Required:
- Minimum requirements are a Diploma/Degree in Gerontology, Social Work, Nursing or in a related field
- Two years recent related experience or an equivalent combination of education, training and practicum
- Effective interpersonal, written and oral communication skills
- Great team player
- Proven ability to interview individuals and make assessments in the participant’s home
- Some experience working with other service providers in an integrated service model
- Demonstrated ability to comply with policies and procedures regarding confidentiality, privacy, reporting and record keeping
- Clean Criminal Record Check
- Some knowledge and/or experience in crisis intervention, mental health and addictions
- Experience with Microsoft Office and internet search
- Attitudes and values which are compatible with the goals and philosophy of Kitsilano Neighbourhood House
- Pet friendly is an asset

Job Details: Wages: $19.87/hour - Salary Band 7 of the ANHBC Wage Grid
Schedule: Casual Position with room to grow; flexible hours / work days can be negotiated

Please email cover letter, resume and 3 references by 4pm August 9th, 2019 to the
Director of Community Programs Romy Senghera - romys@kitshouse.org
We thank and acknowledge all applicants and will only be contacting those selected for interviews.

***No phone calls please***

Kitsilano Neighbourhood House is a member of the Association of Neighbourhood Houses of BC (ANHBC), which 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. Our total compensation and benefits package reflects our commitment to our staff and their family. For more information about Kitsilano Neighbourhood House visit www.kitshouse.org and ANHBC visit www.anhbc.org.

ANHBC Member Houses: Alexandra NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Marpole NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center