

## **Better at Home Programmer**

### **Internal/External Posting**

#### **JOB OVERVIEW**

You will be joining a dedicated team of community focused specialists with a desire to build a stronger community with our local seniors as part of our refocus to make Vancouver's diverse Westside into a sustainable, healthy and connected community where everyone thrives.

Under the supervision of the Better at Home Coordinator, the Better at Home Programmer helps run key non-medical services requested by the Provincial Government to assist local seniors, especially around food security, social connectedness, independent living, and general wellbeing.

#### **KEY RESPONSIBILITIES**

- Provide a safe, welcoming and inclusive environment for seniors/older adults.
- Support seniors in accessing social, economic, recreational and educational services and resources in the community.
- Write program reports, collect statistics and keep other program related documentations in order.
- Engage, liaise and maintain partnerships with community agencies and other service providers.
- Schedule housekeepers and volunteers for assigned activities.
- Participate in Better at Home volunteer orientation and training.
- Respond to in-person email and telephone enquiries about Better at Home services.
- Assist with participant intakes and maintain our client database.
- Produce statistics, monthly/annual reports, questionnaires, surveys, and letters under the direction of the Coordinator of the Better at Home.
- Participate and assist in organizational events; attends all staff meetings and trainings.

#### **QUALIFICATIONS**

- Experience in, or degree related to Social Work, Community Development or an equivalent combination of education, training and practicum.
- Good understanding of senior's issues and how to work with barriers faced by older adults.
- Experience with needs assessment and evaluation processes.
- Experience working from a strength-based model of service delivery.
- Knowledge of relevant community resources, service providers and networks on the Westside of Vancouver.
- Excellent organizational, administrative, listening, written, verbal, and cross-cultural communication skills.
- Strong knowledge of Microsoft Office (Word, Excel, Outlook, Access).
- Proven ability to work independently, lead and facilitate groups, supervise volunteers, organize and manage projects, conduct outreach, and develop community partnerships.



K I T S I L A N O

Neighbourhood House

2305 West 7th Ave  
Vancouver, BC  
(P) 604-736-3588  
[www.kitshouse.org](http://www.kitshouse.org)

- Great team player, with effective interpersonal skills and the ability to take initiative & adapt/change priorities according to changing situations and to set strong personal boundaries.
- Clean Criminal Record check and First Aid (valid or willingness to obtain).
- Attitudes and values which are compatible with the goals and philosophies of Kitsilano Neighbourhood House.

### Working Conditions

- Ability to work flexible hours – may require evening and weekend work; work outdoors on occasion, and work from multiple sites. Hybrid working model with onsite work required for program delivery and facilitation, some administrative work can be done from home.

### Physical Requirements

- The candidate should be in good physical health to meet the demands of the position – walking, some lifting and moving supplies. Occasionally setting up tables and chairs.

**Job Details:** Permanent full-time position.

**Wages:** \$22.90 - \$24.11 per hour – Salary Band P4 of the ANHBC Wage Grid

**Schedule:** 35 hours/week; start date ASAP

Kitsilano Neighbourhood House is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.

**Please email cover letter, resume and 3 references - Open until filled:**

Margarita Chapman [margaritac@kitshouse.org](mailto:margaritac@kitshouse.org)

Applicants must be legally entitled to work in Canada. 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](http://www.kitshouse.org). For ANHBC visit [www.anhbc.org](http://www.anhbc.org).

### ANHBC Member Houses:

Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH,  
Marpole NH, Mount Pleasant NH, South Vancouver NH, Sasamat Outdoor Centre

