



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

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

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다

Healthy Aging Program Coordinator

Internal/External Job Posting

Part Time 32 hours per week

South Vancouver Neighbourhood House (SVNH) is on the unceded, occupied, ancestral, traditional, and stolen homelands of the Coast Salish Nations, the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlíl̓wətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

South Vancouver Neighbourhood House is looking for a **Healthy Aging Program Coordinator** to join our Seniors team. The Healthy Aging Program Coordinator is an integral part of the community-based seniors' services team and will collaborate closely with colleagues to deliver wrap-around services that best meet the unique needs of each older adult. The Healthy Aging and Outreach Coordinator will collaborate with the Seniors Team under the direction of the Director of Older Adult Programs and Services to coordinate and lead the Social Meals, and the Better at Home Friendly Visiting, Light Home maintenance and Transportation programs. The Healthy Aging Program Coordinator will manage program volunteers and ensure volunteers from all cultural backgrounds are recruited and retained to assist us in delivering seniors services and programs.

The successful candidate will be detail oriented, excel at creating community connections and have knowledge and experience working with older adults and volunteer administration. This is a regular part-time position at 32 hours per week.

Role & Responsibilities:

- Develop, implement, expand, coordinate, and promote seniors' programs, including friendly visiting/phone calls, transportation, and social meals in collaboration with SVNH seniors' team and community partners.
- Recruit, train, and supervise volunteers that will be providing direct services to older adult participants.
- Undertake program outreach, home visits, registration, and needs assessment, refer seniors to other services as needed.
- Monitor and evaluate the effectiveness of programs, 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;
- Develop and maintain relationships with Vancouver Coastal Health staff to ensure the understanding and support for the program.
- Maintain service records, track service moments, and prepare reports for evaluation, funders, and organizational requirements.
- Support the preparation of grants to enhance service delivery.
- Actively participate in the Community of Practice meetings and work with other Partners to gather and share resources.
- Build awareness of community needs, gaps, trends and share this information at team meetings and with partners and stakeholders;

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- Identify and provide leadership through community development to build the capacity of seniors to age in place and build social connections

Secondary Duties

- Attend and facilitate team meetings to ensure program integration with other SVNH services.
- Create regular reports for Director and Hub Council when requested.
- Participate in SVNH activities and other duties as required.

Qualifications & Skills:

- Post secondary education in a relevant discipline (e.g., gerontology, social work, 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.
- At least 2 years' experience collaborating with seniors and culturally diverse communities.
- Demonstrated administrative and record-keeping skills.
- Strong organizational and time management skills.
- Volunteer management expertise: knowledge of Better Impact 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 and confidentiality.
- Valid first aid certificate (or willingness to obtain Level 1 Occupational first aid) an asset.
- Cleared criminal record check.
- Ability to speak Cantonese and/or Mandarin in another language an asset.
- Valid class 5 driver's license is an asset.
- Food Safe Certificate an asset.

Compensation: \$28.87 per hour

Application Period: Posting period: September 21-October 2

Schedule: 32 hours per week, 5 days per week, Monday to Friday. Occasional evening and weekend work.

Start Date: October 13 (estimated)

Please send cover letter and resume by email with subject Healthy Aging Program Coordinator Program Coordinator by, 2026 to: Shelley Jorde- Director of Older Adult Programs and Services, shelley.jorde@southvan.org

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