



**Position:** Better at Home Program Coordinator

**Department:** Seniors Services - Better at Home

**Reports to:** Director of Seniors Services

**Jewish Family Services:**

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for 82 years. The agency delivers a continuum of social service programs to the Jewish and broader community, throughout the Lower Mainland. JFS has a long-standing reputation for creative and professional response to community needs.

**Better at Home** is a program designed to help seniors live independently by providing affordable non-medical support services such as light housekeeping, grocery shopping assistance, friendly visiting, transportation to appointments and handyman services. The program is funded by the Government of British Columbia, managed by United Way of the Lower Mainland, and delivered by local non-profit agencies. Kerrisdale, Oakridge, Marpole, Dunbar and Southlands (KOM DS) Better at Home is delivered by Jewish Family Services.

**Job Description:**

Our program is well developed with a vibrant volunteer base serving up to 300 seniors each year. The Better at Home Coordinator will be the key contact for the day-to-day activities of the Better at Home program. The Coordinator reports to the Director of Seniors.

**Main Responsibilities:**

- Promote, market and coordinate Better at Home services in the KOM DS; including public presentations
- Recruit, train and oversee volunteers and contractors
- Work collaboratively to further seniors' independence in identified service areas; identify, advocate, and refer to other services as needed
- Build relationships with key senior serving agencies
- Conduct initial home visit and needs assessment
- Monitor and evaluate on-going needs of current seniors
- Maintain database and assist in grant and written reports to funders, as needed
- Develop, oversee and administer the Better at Home budget
- Maintain appropriate records for evaluation, funders' and organizational requirements
- Actively participate in the Better at Home Community of Practice



**Requirements and Qualifications:**

- You will be a self-starter, organizer and program developer who is passionate about issues facing seniors with a minimum 3 years work experience
- Undergraduate degree in related field or a combination of education and work experience in volunteer management, gerontology, or senior services
- Administrative, reporting and budgeting skills
- Strong written, listening, oral communications skills and computer skills
- Proven ability to work with volunteers and respond to training needs
- Strong interpersonal, networking and leadership skills
- Knowledge of relevant community resources, service providers and networks
- Ability to work cooperatively in a non-profit organization and to work with community partners
- Organizational and time management skills and ability to work independently
- Car and valid driver's licence required
- Criminal record check required

**Compensation:**

This is a full-time position, 35-37 hours per week. Salary is commensurate with experience starting at \$25.00/hour plus benefits, following a three-month probation period. Some weekend and evening work will be necessary.

**To Apply:**

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Better at Home Program Coordinator" to Cindy McMillan at [cmcmillan@jfsvancouver.ca](mailto:cmcmillan@jfsvancouver.ca) by **March 8, 2019**. Please note that only qualified candidates considered for interviews will be contacted.