



SENIORS PROGRAM ASSISTANT

Position Summary

JFS seeks a part-time Program Assistant to support our Seniors services programming; including our Better at Home program. Join a dynamic team of staff and volunteers working to help seniors live independently throughout the Lower Mainland.

JFS

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for 83 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. JFS is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

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. During the COVID pandemic some of these services have been enhanced/changed to meet the needs of seniors during this time. 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. JFS delivers Better at Home services to Kerrisdale, Oakridge, Marpole, Dunbar and Southlands (KOMDS).

Benefits & Compensation

JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits, and RRSP matching. This is a part-time position, 21 hours per week and would ideally include Monday as a work day. Salary is commensurate with experience.

Duties and Responsibilities

Reporting to the Director of Programs and Community Partnerships, the Seniors Program Assistant is responsible for:

- Assisting in the development and implementation of a grocery program for JFS clients
- Supporting our existing Better at Home grocery program
- Performing tasks as requested by the Better at Home Coordinator that will help support the delivery of Better at Home services to seniors in alignment with United Way policies
- Assisting Better at Home Coordinator in setting up services in alignment with United Way policies
- Managing the logistics of the Seniors Tablet Learn and Loan program (through spring of 2022)
- Maintaining appropriate records for evaluation and grant reporting requirements
- Other tasks as required



Requirements and Qualifications

- Self-starter
- Experience in program development
- Passionate about issues facing seniors
- 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 and computer skills
- Strong written, listening and oral communications skills
- Proven ability to work with volunteers
- Ability to work from home and also to come into the office when needed
- Organizational and time management skills and ability to work independently

Start Date

October 2021

To Apply

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Seniors Program Assistant" to Rachel Shanken, Director of Operations at jobs@jfsvancouver.ca by October 15, 2021. Please note that only qualified candidates considered for an interview will be contacted.