



Better at Home Coordinator Seniors Services

Position Summary

JFS is seeking an energetic, friendly and organized professional to coordinate our Better at Home program, which is designed to help seniors live independently by providing affordable, non-medical support services to the seniors in their homes. The Better at Home Coordinator will manage a vibrant volunteer base; serving up to 300 seniors each year. Program outreach and delivery takes place in the neighbourhoods of Kerrisdale, Oakridge, Marpole, Dunbar and Southlands. This is an exciting opportunity for an individual who is passionate about building community to support independent, thriving seniors.

About Us

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for over 80 years. Our mission is to provide essential supports fostering the social, physical and emotional wellness of individuals and families most in need. Join us to make a meaningful impact by proactively addressing challenges, embracing change, and uplifting lives. JFS is an equal opportunity employer. All applicants will be considered for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

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 full-time position, 35 hours per week. Salary range is \$50,000-\$52,000; commensurate with experience.

Duties and Responsibilities

Reporting to Director of Programs and Community Partnerships the Better at Home Coordinator will be responsible for:

- Working collaboratively to promote seniors' independence in identified service areas; identifying, advocating, and referring to other services as needed
- Promoting, marketing and coordinating Better at Home services in Kerrisdale, Oakridge, Marpole, Dunbar and Southlands; including public presentations
- Conducting initial home visits and needs assessments
- Monitoring and evaluating on-going needs of seniors
- Recruiting, training and supervising volunteers and contractors
- Building relationships with key senior serving agencies
- Maintaining database and assisting in grant and written reports to funders, as needed
- Maintaining appropriate records for evaluation, funders' and organizational requirements
- Developing, overseeing and administering the Better at Home budget
- Actively participating in the Better at Home Community of Practice



Requirements and Qualifications

- Self-starter, organizer and program developer who is passionate about issues facing seniors
- Undergraduate degree in related field or a combination of education and minimum three years' 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 and proven experience working with community partners
- Ability to work cooperatively in a non-profit environment
- Organizational and time management skills and ability to work independently
- Occasional evening and weekend work may be necessary
- Car and valid driver's license required
- Criminal record check required

Vaccination Policy

JFS requires that all employees and volunteers are fully vaccinated against COVID-19. Anyone hired after January 1, 2022 will be required to show evidence that they have received at least one dose of the vaccine prior to employment, and we will require that they be fully vaccinated within 30 days of their start date.

Start Date

June 27, 2022

To Apply

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Better at Home Coordinator" to Rachel Shanken, Director of Operations at jobs@jfsvancouver.ca by June 12, 2022. Applications will be considered on a rolling basis. Please note that only qualified candidates considered for an interview will be contacted.