



**August 11, 2023**  
**Internal/External Job Posting**  
**Seniors Program Worker, Full-Time, Permanent**

Kiwassa Neighbourhood House is a multi-service community agency operating in East Vancouver, with a mission to cultivate opportunities with people and partners to build a socially just, resilient, and connected community. We are seeking a friendly, welcoming, and energetic Program Worker for our Seniors Program team.

**Key Responsibilities**

- Plans, organizes, and implements community-based multicultural activities and experiences for Seniors, including community lunches, ESL and skill-building classes, exercise groups, and crafts.
- Builds relationships with community groups and networks to increase connections with Seniors in our neighbourhood.
- Supports the Seniors Advisory Committee to identify community needs and interests and incorporate them into programming.
- Promotes and represents Kiwassa and its Seniors Program in the community.
- Assess participant needs and abilities and ensures activities are appropriate and inclusive.
- Maintains program and participant records, developing reports for supervisors and funders.
- Evaluates the program, in collaboration with Seniors Program Coordinator.
- Works collaboratively as part of the Kiwassa Seniors Program Team and with other Kiwassa programs and community partners.
- Supports program and event registration.
- Ensures participant safety and upholds safety standards as per Kiwassa requirements.
- Other related duties as assigned.

**Skills, Experience and Qualifications**

- A post-secondary certificate in a relevant discipline
- A minimum of six (6) months' experience in a service delivery setting, with at least three months' experience working with seniors
- Emergency First Aid
  - Or an equivalent combination of education, training and experience.
- Fluency in Spanish or Chinese would be an asset.
- Ability to work within a multicultural/intercultural environment
- Current Criminal Record check required.
- Must be fully vaccinated against COVID-19.
- Proficiency in computer skills.

### **Reporting Relationships**

This position reports to the Seniors Program Coordinator. This position has no direct staff reports but supervises volunteers and practicum students regularly.

### **Job Details**

**Salary:** \$23.99 / per hour

- Extended Health and Dental benefits including employer paid LTD
- Paid vacation starting at three weeks per year plus 12 paid sick days
- Municipal Pension Plan

**Schedule:** Full-time, 35 hours per week, Monday to Friday

**Location:** Kiwassa Neighbourhood House, 2425 Oxford St., Vancouver

*This is a unionized position covered by a Collective Agreement with the BCGEU and requires union membership. This position is open to all applicants.*

### **Application Process**

Applicants must be legally entitled to work in Canada. If you are not currently authorized to work in Canada, KNHS will not consider your job application.

As per the Kiwassa Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, People of Colour, 2SLGBTQAI+, and those living with a visible or invisible disability.

#### **PLEASE SUBMIT A COVER LETTER AND RESUME TO:**

**Darius Maze**

**Executive Director**

Kiwassa Neighbourhood House

2425 Oxford St.

Vancouver, BC V5K 1M7

Email: [careers@kiwassa.ca](mailto:careers@kiwassa.ca)

**Please quote "Seniors Program Worker" in the subject line**

**Closing Date: August 25, 2023 at 5pm**

We thank all applicants for their interest, however, only short-listed applicants will be contacted.

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Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səlílwətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkwəy̓əm (Musqueam) Nations.

**[www.kiwassa.ca](http://www.kiwassa.ca)**