



July 31, 2024
Internal/External Job Posting #CS23-24-01
Oasis Program Coordinator
Part-Time, Permanent

Collingwood Neighbourhood House (CNH) is a not-for-profit Society serving the Renfrew-Collingwood neighbourhood of East Vancouver. CNH's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

OVERVIEW OF AREA

The Oasis program offers recreational and social programs in "Naturally Occurring Retirement Communities" (NORCs) such as apartment buildings geared towards older adults. The Oasis Program Assistant works alongside the Oasis Program Coordinator. The program aims to work with older adult residents to identify programming needs and preferences at two buildings: Collingwood Towers and Coleopy Park. The incumbent will work under the direction of the Team Lead of the Older Adults Programs and Services and be an active part of the CNH Seniors team. Together, the team will provide quality, sustainable programming that meets the needs of seniors in the Renfrew Collingwood Neighbourhood. As the Oasis program is part of a Queens University research project, the Program team will work closely with the Oasis Research Team to implement and evaluate an innovative senior-driven model of active age-in-place that integrates health and supportive community services for older adults within NORCs.

The successful incumbent must be proficient in Cantonese as this is a dominant language at Collingwood Towers.

JOB ROLES AND RESPONSIBILITIES

- Perform administrative duties including ordering and maintaining program supplies and maintaining program equipment.
- Assist with coordinating and supporting senior-led wellness, social connection and resource programs in collaboration with volunteers. Organize events and book space with apartment building staff.
- Coordinate and maintain multiple stakeholder relationships in consultation with the Oasis Research Team and Collingwood Neighbourhood House.
- Work independently within guidelines of Collingwood Neighbourhood House and the Oasis Research Team.
- Work with Oasis members to ensure their active engagement with program development and decision-making.
- Guide and provide support to Oasis members with respect to priority issues such as: personal planning, navigating systems, and supports for people with disabilities.
- Assist with recruitment, screening and support of program volunteers.
- Ensure implementation of programs and activities to address the identified needs of Oasis members. Implementation may include direct involvement in delivering the program (e.g. leading an exercise class), or engaging others to deliver the program (e.g. organizing a guest speaker from the community).
- Assist with monitoring program outcomes and expenses.
- Provide regular progress reports for Oasis Research Team.
- Draft and create program promotional material such as posters, flyers and event calendars and distribute to Oasis members in both English and Chinese.
- Undertake other duties as delegated in support of the Oasis project and CNH seniors' programs and services.
- Attend and participate in regular Oasis program and team meetings
- Work as part of the CNH team and participate in agency staff meetings and committees

QUALIFICATIONS

- Undergraduate degree or diploma in related field such as recreation therapy, gerontology, social work or a combination of education and work experience with older adults
- Written, listening and oral communications skills in English
- Written, listening and oral communication skills in Cantonese
- Administrative and reporting skills
- Strong interpersonal, organisational and leadership skills.
- Experience working collaboratively with community service providers.
- Knowledge of relevant community resources, services and networks within Renfrew Collingwood is considered an asset
- Experience working in a community environment with group facilitation and community engagement for seniors and knowledge of seniors' issues and local community resources is considered an asset.
- Experience working with seniors and/or persons with disabilities would be considered an asset.
- Must be fully vaccinated against COVID-19.
- The successful incumbent must be proficient in Cantonese as this is a dominant language spoken in one of the identified NORC buildings.
- The successful applicant will be required to provide a Criminal Record Check (CRC). Note that a previous conviction(s) not related to this position will not exclude applicants.

JOB DETAILS

- **Salary:** \$25.34 per hour with progression. Extended Benefits after 3 months and pension contribution.
- **Schedule:** This is a part-time position of 18 hours per week.
- **Start Date:** September 2024
- **Location:** CNH main house is located at 5288 Joyce Street. This position works mostly off site at Collingwood Towers located in the Renfrew Collingwood Neighbourhood.
- This is a unionized position covered by a Collective Agreement with CUPE Local 1936.

APPLICATION PROCESS

Applicants must be legally entitled to work in Canada. If you are not currently authorized to work in Canada, CNH will not consider your job application. As per the Collingwood 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, LGBTQ2IA+, and those living with a visible or invisible disability.

PLEASE SUBMIT RESUME AND COVER LETTER TO:

Dovana Singh, Team Lead
Older Adults and Seniors Programs & Services
Collingwood Neighbourhood House, 5288 Joyce Street
Vancouver, BC, V5R 6C9
Email: dsingh@cnh.bc.ca

Please quote reference #CS23-24-01
CLOSING DATE: Friday, August 16, 2024.

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED

*We thank all applicants for their interest, however only shortlisted candidates will be contacted.
No phone calls please.*