



October 5, 2023

Job Posting #: 03_2023_KS

INTERNAL AND EXTERNAL JOB POSTING NELSON CARES SOCIETY - KOOTENAY SENIORS PROGRAM

POSITION: HOME SUPPORT COORDINATOR

TEMPORARY PART TIME POSITION (10 HOURS PER WEEK)

CONTRACT ENDS MARCH 31, 2024 WITH POSSIBLE EXTENSION CONTINGENT ON FUNDING

LOCATION: KASLO, BC

Nelson CARES Society is a not-for-profit organization that provides programs and initiatives in advocacy, housing, employment support services, and environmental stewardship. The Kootenay Seniors Program is one of its programs that provides information, resources, and services for seniors.

Job Summary: One of the services that the Kootenay Seniors Program offers is home support for seniors. The goal of this service is to provide housekeeping duties, laundry, and respite care for seniors, thru Home Support Workers, that enable seniors to remain in their own homes for as long as possible. This position will be responsible for coordinating home support services for Kaslo, BC.

Duties and Responsibilities:

1. Recruit, train and supervise Home Support Workers.
2. Conduct initial client assessment and act as client liaison.
3. Seek new clients through marketing, presentations, and outreach.
4. Maintain systems for administering Home Support services: scheduling, billing, record keeping.
5. Develop collaborative relationships with community and health services organizations.
6. Develop and add content for the Kootenay Seniors website Home Support Program page, as well as updating the website resource directory with new or changing program information.
7. Organize and coordinate project events as required, including staffing the Kootenay Seniors vendor table for the annual Kootenay Seniors Fair.
8. Collect project statistics and client data as required, including developing and administering client surveys, and assist the Program Manager with analysis, evaluation, and reporting.
9. Assist the Program Manager with development of grant proposals and funder reports.
10. Assist the Program Team with shared responsibilities such as Volunteer Driver Program in Kaslo.
11. Perform other related duties as assigned by the Manager.

Job Skills and Abilities:

1. Experience working with seniors and knowledge of the needs and concerns of the Kootenay seniors population.
2. Experience managing staff, preferably including scheduling multiple staff with multiple clients.
3. Excellent interpersonal and organizational skills.
4. Experience working in community development and/or community services.
5. Excellent verbal and written communication skills.
6. Ability to work independently with minimal direction.

7. Experience with fund development and grant writing would be an asset

Education, Training and Experience:

Undergraduate degree in social work, nursing, communications, or a related field plus a minimum of five years related experience. Extensive/related experience may be accepted in lieu of degree.

Employment Requirements:

1. Satisfactory Criminal Record Check
2. Driver's license and regular access to a reliable vehicle (travel within West Kootenay region required; travel expenses paid)

Start Date: As soon as possible

Days & Hours of Work: Flexible

Remuneration: \$26.75/hr (*This position is non-benefited*)

Application Deadline: Open until filled

Please e-mail a cover letter and current resume with e-mail addresses of three references to:

Human Resources Coordinator

Email: recruitment@nelsoncares.ca

(Please quote position and job posting number on subject line)

Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications.