

December 10, 2025

Job Posting #: 06_2025_KS

INTERNAL AND EXTERNAL JOB POSTING
NELSON CARES SOCIETY - KOOTENAY SENIORS PROGRAM
POSITION: HOME SUPPORT COORDINATOR

TEMPORARY PART-TIME POSITION – MATERNITY LEAVE COVERAGE (12-18 months)

LOCATION: Nelson, 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 Nelson, 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 markets and senior's expo.
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 reception, planning and implementation of events and activities.
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 senior's 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: Monday to Friday, 28 hours per week

Duration: 12-18 months

Compensation: \$27.55/hr (JES Grid level 11/Step 1)

Application Deadline: Open until filled

Additional Notes:

- Eligible for Health Spending Account upon successful completion of 3-month probation period
- Program funding renews annually on March 31; continuation beyond this date is dependent on funding.

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

Kootenay Seniors Program Manager

Email: ksmanager@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.*