



Mount Pleasant Neighbourhood House

800 East Broadway Vancouver BC Canada V5T 1Y1

MPNH T. 604.879.8208 F. 604.879.4136 E. info@mpnh.org I. www.mpnh.org

Internal / External Posting

Seniors HUB Outreach Programmer –

Posted: October 16, 2017 **Closing:** October 30, 2017

The Seniors Hub Outreach Programmer will work with the Seniors Program and HUB Coordinator and Senior Team members in achieving the goals and objectives of the hub and seniors wellness programs; which is to build capacity and support leadership roles of seniors from all cultural backgrounds, build the capacity of seniors' serving organizations to collaborate and expand scope of services, and create new opportunities for seniors to participate in community life. The Seniors Hub Outreach Programmer will work under the direction of the Seniors' Program and HUB Coordinator in building the capacity of senior volunteers to be involved in activities that work towards decreasing the social isolation of vulnerable seniors. This position also provides direct coordination and support of in house seniors' wellness programs and activities.

Key Responsibilities include:

Program Implementation and Delivery

- Implement outreach strategies to identify isolated seniors and recruit potential volunteers for the door-to-door Neighbourly Together outreach program.
- Undertake outreach and do home visits to identify seniors who are at risk of and/or are isolated
- Manage outreach initiatives to ensure inclusion of seniors of all ages and diverse backgrounds
- Assist in the evaluation of MPNH seniors' hub services and programs.
- Plan, organize, support and work to build the seniors wellness program at MPNH.
- Coordinate seniors driven outreach activities.
- Plan, organize and coordinate resources, arrange, set up and take down equipment and supplies in order to ensure smooth delivery of the program
- Monitor outcomes of the program(s); maintain detailed daily, monthly and/or quarterly statistics, draft program(s) reports and keep other program(s) related documentations in place
- To be aware of community needs, gaps, and trends and to share this information at team meetings and advocate as needed.
- Assist in program administration and monitoring program(s) expenditures
- Assist in preparing funding proposals for the program(s) and identify new funding opportunities

Community Development

- Provide leadership in community development to build the capacity of multilingual community members to sustain senior services and programming.
- Build, develop and maintain effective networking and partnerships with colleagues, volunteers, participants, & other stakeholders to address needs of isolated seniors.
- Communicate and promote services & program information both internally and externally.

Volunteer Management

- In consultation with the Seniors Program and HUB Coordinator and the Seniors Team members, integrate management of volunteer recruitment, training, coaching, coordination, recognition, and evaluation.
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Association of Neighbourhood
Houses of British Columbia

Connecting Neighbours since 1976





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- Recruit volunteers; facilitate and implement capacity building by training and supporting volunteers as outreach volunteers.
- Support volunteers to identify and link culturally diverse, under-represented seniors to Hub activities and other Mount Pleasant community resources.

Qualifications

- Degree in Community Development or Human Services or combination of education and minimum of 2 years' experience in community development
- Minimum of 2 years' experience in community development approaches & outreach strategies
- Experience working with seniors and volunteers in a multicultural environment
- Experience managing volunteers and implementing volunteer management systems
- Strong group facilitation and adult education skills
- Experience in community development processes evaluation
- Knowledge of seniors' issues and how to promote healthy aging
- Good time management and organizational skills; and ability to work independently
- Excellent inter-cultural communication and conflict resolution skills
- Ability to work collaboratively with culturally diverse community residents, volunteers, co-workers and community service partners
- Demonstrated ability to work collaboratively with others to achieve common goals and positive results
- Fosters the development of others by providing a supportive environment for enhanced performance and professional growth
- Ability to identify and deal with issues proactively and persistently; seizing opportunities that arise
- Ability to define tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives
- Experience in word processing, database, publishing, and Internet research
- Demonstrated ability to complete program, funding, and statistical reports
- Valid 1st aid certificate
- Criminal record search required
- A second language (Cantonese, Mandarin, Tagalog) would be an asset to this role.

Terms: 12 month term position with 21 hours/week; STARTING IMMEDIATELY until October 31, 2018

Salary: Starting from \$18.80 to \$22.20 (Band 7 of ANHBC's salary grid) – based on qualifications and experience.

Please submit cover letter, resume and 3 references to HR@mpnh.org addressed to Claudine Matlo, Director of Community Programs. No phone calls please.

MPNH is a non-profit, community based organization located in East Vancouver and is a part of the Association of Neighbourhood Houses of BC. We are an equal opportunity employer. For more information on MPNH please visit www.mpnh.org

