

## JOB OPPORTUNITY

<b>Title:</b>	Programs Assistant
<b>Hours of Work:</b>	Full time (37.5 hours/week) for 16 weeks starting as soon as possible.
<b>Wage:</b>	\$14.00/hour

*Seniors Services Society* is a non-profit agency located in New Westminister, B.C. that provides support services for seniors in New Westminister to live independently, and housing information and outreach services for seniors throughout Metro Vancouver.

The society is currently recruiting a full-time contract **Programs Assistant**. This is an exciting opportunity to gain experience and knowledge of issues facing seniors and vulnerable adults in the Lower Mainland, while working alongside a dedicated team of staff who will guide and support the Assistant throughout their work placement.

This role is part of Human Resources and Skills Development Canada's Canada Summer Jobs Program, and therefore certain applicant eligibility criteria apply – see qualifications section (below) for details.

### **Job Description:**

Within the vision and mission statements of the Society, and reporting to Support Services Supervisor and the Housing Supervisor, the **Programs Assistant** will provide support and assistance to maintain and improve programs for seniors and vulnerable adults.

### **Key Work Objectives:**

- 1) Assist the Housing Department with regular duties including (but not limited to):
  - a. Setting up Temporary Housing Program Units
  - b. Moving clients
  - c. Performing online housing searches
  - d. Providing information and referrals to clients.
- 2) Assist the Support Services Department with regular duties include (but not limited to):
  - a. Meals on Wheels
  - b. Social Bus Trips
  - c. Client surveys
- 3) Provide reception duties as needed
- 4) Other duties as required

### **Qualifications:**

- Knowledge and/or interest in seniors issues an asset
- Knowledge and/or interest in working with those who are homeless or at risk of homelessness an asset as the agency is a provider of services to said population
- Ability to work under pressure, independently with minimal supervision

- Sound problem-solving skills
- Good communications skills
- Ability to work as an effective and cooperative team member

**This is an HRSDC Canada Summer Job, therefore applicants must also:**

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

**Seniors Services Society appreciates and thanks all interested applicants. We encourage applications from students living with disabilities, aboriginal students, and students who are members of visible minority groups to apply.**

**Additional Information:**

The position is Monday to Friday, 37.5 hours per week, 8:30am - 4:30pm  
Wage is \$14/hour for 16 weeks. (approx: May 7<sup>th</sup> to August 24<sup>th</sup>, 2018)

**To Apply:**

Please submit your resume and cover letter via fax or e-mail only. **NO PHONE CALLS PLEASE.**  
Only qualified candidates will be contacted.

**Contact:**

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