

# **Kitsilano Neighbourhood House**

## **Internal/External JOB POSTING**

### **Community Resource Coordinator**

KNH is seeking 2 self motivated, high energy, compassionate individuals to oversee the running of the Steeves Manor Resource Centre. There are 200 residents, 40 and over living at Steeves Manor BC Housing Facility.

The Community Resource Coordinators will work closely together to engage Steeves Manor Tenants in activities and initiatives that support health and wellness through the provision of support, information and referral services. The Resource Coordinators will work from a participant driven, peer support model of service delivery.

#### **RESPONSIBILITIES:**

- Collaborate with program partners to provide a warm and welcoming space for program participants.
- Develop strong relationships with participants. Implement and monitor a logic model and monitoring framework.
- Complete daily staff logs.
- Maintain a good working relationship with BC Housing staff.
- Design and implement promotional materials for Steeves Manor.
- Collaborate with Kitsilano Neighbourhood House programs to enhance seniors programs and engage in intergenerational programming.
- Make available community supports and information to tenants.
- Support tenants to develop and lead activities.
- Build connections with community agencies to enhance programming.
- Work with tenants to implement special events, including an Annual Health Fair.
- Complete an annual report that is both qualitative and quantitative using the results from the evaluation tools that have been implemented throughout the year. Use lessons learned to inform the development of the program for the following year.
- Develop connections and working partnerships with local community agencies.
- Complete Monthly Newsletter to inform tenants about upcoming activities and events. Coordinate monthly delivery of Newsletters.
- Recruit and train volunteers for assistance in programs and special events.
- Coordinate a monthly Community Kitchen, encouraging tenant participation in all activities.

#### **Qualifications Required:**

- Post secondary education in a related field or equivalent training and experience.
- Experience working with seniors, mental health consumers and those dealing with addictions.

- Strong Communication skills a must.
- Experience with community capacity building an asset.
- Strong knowledge of community resources and services, especially those that support seniors and mental health consumers.
- Experience in working with individuals and groups in a diverse setting and an understanding of issues pertaining to seniors and people living with disability.
- Demonstrated ability to work with a team, including volunteers.
- Attitudes and values which are compatible with the goals and philosophy of Kitsilano Neighbourhood House.
- Willingness to engage in the development and implementation of special events and celebrations hosted by the Neighbourhood House.
- Class 4 or ability and willingness to attain one.

**Job Details:**

Salary: \$17.01 – 18.46 per hour

Schedule: 17.5 hours per week, with some evening and weekend work

Location: 3<sup>rd</sup> and Wallace St. Vancouver

Expected Start Date: September 2008.

**Application Process:**

As per Association of Neighbourhood Houses HR policies, all factors being equal, first priority will be given to internal and local applicants.

Submit resumes and covering letters **by August 11, 2008** to:

**Community Resource Coordinator Hiring Committee**

2325 West 7<sup>th</sup> Ave.,  
Vancouver, B.C., V6K 1Y4  
Fax: (604) 736-3640  
shannon@kitshouse.org

**\*\*\*No phone calls please\*\*\***

We thank all applicants; however, only those candidates to be interviewed will be contacted. Kits House is an equal opportunity employer.