



Better At Home – Program Assistant

Location: Squamish, BC

Position posted on: July 18, 2022

Start date: August 01, 2022

Hours of Work: Part-time, 15 hours/wk,
Mon-Wed 9am-2pm

Compensation: \$21.63/hour

Closing Date: Open until filled

End date: Ongoing

ABOUT SSCS:

SSCS is a leading social service provider in BC's Sea to Sky Corridor. We provide high quality programs to enhance the lives of residents at every age and stage of life. Our programs include affordable housing, early childhood care and education, youth services, mental health services, senior's services, community living, homeless outreach, life skills, and a Food Bank. We help create healthy, connected, and diverse communities where everyone can grow, develop, and lead meaningful lives.

The Better At Home Program Assistant supports the administrative operations for the Better at Home Program. The program provides non-medical support services to seniors to help them stay in their homes longer. Examples of Better at Home services include:

- Friendly visiting
- Transportation
- Light yard work
- Grocery shopping

Qualifications:

1. Grade 12, plus related post secondary courses in secretarial training or office procedures.
2. One (1) year recent related administrative experience.
3. One (1) year related experience working in the community social services sector with the senior population and/or the volunteer sector.
Or an equivalent combination of education, training, and experience.

Job Skills and Abilities:

1. Comprehensive and demonstrated working knowledge of computer software applications including Microsoft Office (Outlook, Publisher, Word, Excel, Access) and a working knowledge of database applications.
2. Excellent oral, written and interpersonal communication skills.
3. Demonstrated understanding of volunteer and aging services.
4. Strong organizational skills and ability to coordinate and balance a variety of administrative tasks.

Responsibilities:

1. Maintains client and program information using filing systems, spreadsheets and/or database software.
2. Provides information and referrals to senior clients for seniors' resources in the community.
3. Answers telephone, e-mail and in-person inquiries about the Better at Home Program and assists in arrangements for services as requested by the Coordinator.
4. Assists with the registration of new clients.
5. Records communication in the communication logs and records, as requested by the Coordinator.
6. Compiles and maintains documents for volunteer files.
7. In consultation with the Coordinator, orients, monitors and provides work direction to volunteers.
8. Assists with a variety of financial records such as petty cash, invoicing and cheque requisitions.
9. Ensures that the agency and program's policies and procedures are adhered to by clients and volunteers.
10. Performs other related duties as required.

Requirements:

1. Criminal Record Search.
2. Signed Confidentiality form.
3. Approved reference check.
4. Proof of full vaccination against Covid-19.

Benefits and Perks:

There are a lot of great benefits and perks for staff at SSCS. Taking good care of our people means that our people can take good care of our clients. Most of our staff are unionized and represented by BCGEU – British Columbia General Employees' Union.

Vacation & Leave: Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

Other Perks: Casual dress, paid sick days, and more.

Compensation: As per the BCGEU Collective Agreement, the wage is **\$21.63 per hour**.

Apply today at: jobs@sscs.ca