

Formerly Abbotsford Community Services

**JOB POSTING #2024-41-01**

**INTERNAL/EXTERNAL**

**Seniors Services**

**Seniors Service Navigator and Peer Support Worker**

**Wage: \$19.00 per hour**

**Part Time: 5 hours per week, schedule negotiable between Monday to Friday**

**Temporary until March 31, 2025**

**Help Seniors Access Services and Help with Filling Out Forms**

**Join the team at Archway**

**Come Help Us Help People**

**Location: Abbotsford**

**On Site**

**Job Summary:**

The Seniors Service Navigator and Peer Support Worker coordinates the connection of seniors to applicable resources and services to assist seniors in form filling and basic service navigation. The Seniors Service Navigator and Peer Support Worker will oversee a team of volunteers who are seniors 55+ to help seniors understand and access services which are available to them.

**Your Role:**

Archway's Seniors Service Navigator and Peer Support Worker with the Seniors Services Program contributes by:

- Responding to requests from seniors to receive help in filling out forms and to be referred to applicable services.
- With the volunteer seniors peer team, coordinating regular seniors-led meetings for seniors in need of information on topics such as filing their taxes, applying for government benefits e.g., the Guaranteed Income Supplement (GIS), Old Age Security (OAS), housing applications, death benefits, rent subsidies, etc.
- Establishing a committee of both senior volunteers and seniors in the community for monthly advisory meetings and to create a support network for seniors.
- Providing regularly scheduled training and support to the volunteer seniors peer team assisting seniors who require help filling out forms and knowing where to access seniors' services.
- Coordinating the volunteers' schedules, training, and volunteer responsibilities.

This position is a great fit for someone who has experience in filling out forms for seniors' benefits, is knowledgeable of the seniors' resources to access, and knows the challenges facing low-income seniors.

## Our Offer

- Wage: \$19.00 per hour
- A part-time position at 5 hours per week, availability negotiable between Mondays to Fridays, from 8:30 AM to 5:00 PM.
- Temporary until March 31, 2025.
- Perks include:
  - Great in-house training opportunities.
  - Employee and Family Assistance Program that includes online access to wellness resources.
  - Rewarding work in a positive environment.
  - Work/life balance.

## Getting an Interview – you will be considered if you have:

- High school diploma is preferred.
- Experience filling out forms for seniors' benefits and services.
- Experience working with seniors is an asset.
- Experience working with volunteers is an asset.
- Ability to speak a second language is an asset.

## The Job Requires you to have:

- Knowledge of the barriers facing low-income seniors.
- Organizational and time management skills.
- Verbal, written, and active listening communication skills.
- Strong teamwork skills.
- Ability to work in person with staff and clients; adherence to health and safety protocols is required.
- A satisfactory Criminal Records Check is a condition of employment.

## **Closing date is April 09, 2024**

### TO APPLY

Interested applicants are to reference **Posting #2024-41-01 in the subject line.**

Please submit your cover letter and resume to:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #2024-41-01

**No phone calls please. Only short-listed applicants will be contacted.**

**Must be legally entitled to work in Canada.**

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to [jobpostings@archway.ca](mailto:jobpostings@archway.ca) with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

***Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.***

***We acknowledge that we gather on the traditional and unceded territory of the Stō:ló people. Stō:ló territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation.***

***We give them thanks for sharing their land and resources with us.***

***We invest in the mental health and wellbeing of our employees.***