



## Job Posting

### **Program Lead, My Lions Gate BREAK (MLGB) Program**

**Employer:** Capilano Community Services Society

**Work Location:** 1733 Lions Gate Lane, North Vancouver

**Type of Position:** Permanent, Part-Time

**Hiring Rate:** \$29.52/hour gross

**Job Level Range:** \$29.52- \$35.4 hour gross

**Days/Hours of Work:** 15 hours per week (Program Days: Monday & Wednesday)

**Extended Health Benefits:** not eligible

**Start Date:** December 6, 2024

### **Our Valued Benefits:**

- A work culture that values teamwork, creativity, learning, fairness, and integrity
- 4% vacation pay
- Training and learning opportunities

### **About Capilano Community Services Society**

Capilano Community Services Society (CCSS) is a registered, not-for-profit charitable society with a mission to foster safe, inclusive, and healthy communities where individuals and families can thrive. CCSS provides engaging, low-cost and no cost family, youth, and seniors programs and support services for North Shore residents. Our programming enhances social connectedness, wellbeing, resiliency, and promotes a sense of community belonging. CCSS is based out of the Lions Gate Community Recreation Centre where we partner with North Vancouver Recreation and Culture and North Vancouver District Public Library to meet the needs of the community.

### **Overview of My Lions Gate BREAK Program**

My Lions Gate BREAK is an adult day program for individuals experiencing changes associated with mild to moderate dementia. Our goal is to support and enhance the quality of life for each program participant, while providing a period of respite to their family caregivers. The objective is to provide low-cost creative care, in a welcoming, safe and predictable environment, that provides participants with a sense of belonging, and recognition as respected and valued members of the community. This engaging, client-centered program includes opportunities for social connection, fitness, leisure, and lifelong learning. The program is delivered year-round, with program breaks in spring, summer, and winter.



## **Overview of MLGB Program Lead Role**

We are looking for a dynamic team player to become the Program Lead of our My Lions Gate BREAK program. This individual will have a broad understanding of dementia care and health related issues, plus understand the importance of family caregiver respite, be familiar with community resources for seniors and be a proponent for life-long learning and dementia-friendly communities. The ability to confidently manage volunteers and program participants in the My Lions Gate BREAK program, as well as offer support and resources to family caregivers, are integral to this role. In addition, this individual must have excellent organizational and time management skills, be a confident public-speaker, and be highly skilled in working in collaboration with community organizations.

The MLGB Program Lead reports directly to CCSS's Seniors Supervisor.

## **Job Description**

- Work with management, staff and volunteers to coordinate and deliver a person-centered program for individuals experiencing changes associated with mild to moderate dementia.
- Develop relationships of mutual trust, respect, caring and support, and create spaces that feel safe, inclusive, and inviting to participants and their families.
- Supervise all aspects of the MLGB program including program participants, volunteers, and third-party contractors.
- Work with the Seniors Supervisor on intake and registration for the MLGB program, including maintaining a program wait-list.
- Provides training and on-going supervision, monitoring and support to all volunteers.
- Work with Seniors Supervisor to maintain program supplies, and arrange for any third-party contractors (i.e., workshop facilitators, speakers, etc.) who may be included as part of the program activities.
- Communicate program information to participants, families, volunteers and the community, using a variety of communication platforms.
- Be the "face" of the My Lions Gate BREAK program; and assist with marketing and promoting the program - via brochures, social media posts and a variety of other print and digital content.
- Provide navigation services to program participants, their families, and the wider community, to assist them identify and access other dementia-related community resources, services and programs.
- Stay current in dementia care best practices and trending issues.
- Work with managers, staff, volunteers, and third-party contractors, to go above and beyond in all aspects of our work and maintain a culture of improvement and excellence.



- Write program-related reports, track program statistics, update *MLGB Program Information Guide* and program manual, and provide other administrative support to the MLGB program.
- May assist with other duties or special events in CCSS's other seniors programming, as needed.
- Adhere to all relevant policies and procedures related to participant safety, suspicion of elder abuse, and/or accidents.
- Performs other duties and responsibilities that may arise, based on the needs of the MLGB program.

### **Qualifications and Experience**

- Post secondary education in gerontology, social work, or a related field.
- A minimum of 3 years' experience working with seniors.
- A relevant combination of education and experience will also be considered.
- Current First Aid with CPR or a willingness to obtain certifications within the first 30 days of employment.
- Class 4 BC driver's license is an asset.

### **Knowledge, Skills, and Abilities**

- Energetic and passionate about working with seniors.
- Experience working in the community social service sector, and/or experience in the field of social work, gerontology and/or health care, in addition to knowledge of the issues associated with dementia and in the aging population.
- Skilled in project planning and program delivery, supported by strong organizational skills.
- Excellent interpersonal communications skills – a reputation for being a great listener and team player; and at ease with both written, verbal, and non-verbal communications, is a source of pride for you.
- Skilled in managing program budgets.
- Excellent level of computer literacy including Microsoft Office 365 applications.
- The ability to speak another language other than English is an asset.

### **Additional Criteria**

- A successful criminal record and vulnerable sector check will be required prior to the start of employment.



### **How to Apply**

To apply for this job, **please email your cover letter and resume by Sunday, November 17<sup>th</sup>, 2024** to: Austin Neaves, Seniors Program Supervisor at: [austin@capservices.ca](mailto:austin@capservices.ca)