



Job Posting

Date of Posting:	December 6 2024
Closing Date:	December 20 2024
Start Date:	February 3 2025
Job Title:	Part-time Outreach Worker
Pay Rate:	\$30.18/hr
Classification:	Program Coordinator 1 Grid 12 step 2
Program:	Outreach & Advocacy Program
Reports to:	Program Coordinator
Hours of Work:	21 hrs/wk; Mondays/Fridays/Saturdays (some flexibility)

Summary:

This position is responsible for delivering quality outreach and advocacy services, supervising program volunteers, promoting the program in the community and assisting the Program Coordinator in program planning and evaluation. This part-time position requires union membership.

Key Duties and Responsibilities:

- Engage in direct service delivery to clients and maintain proper case management practices.
- Supervise/Support volunteer advocates in the delivery of services. Ensure volunteers receive appropriate debriefing, consultation and feedback related to their work with clients.
- Participate in training and orientation of volunteers and practicum students.
- In conjunction with other marketing activities across the organization, promote public awareness of and support for the program by performing duties such as producing promotional materials.
- Maintain positive working relationships with public and community referral agencies; resolve any issues that emerge. Represent the program professionally in the community.
- Ensure effective monitoring and evaluation of all aspects of the program.
- Ensure the maintenance of program records, files and statistics.
- Assist in the recording and preparation of output and outcome reports on a regular basis.
- Assist in the delivery of the Annual Tax Clinic.
- Perform other related duties, as directed by supervisor.



Qualifications

- A minimum of 2 years of experience in direct program delivery, preferably in the community social services or poverty law advocacy sector.
- A diploma in a social services-related field.
- Demonstrated experience in volunteer training and management.
- Previous experience in conflict resolution, crisis intervention, case management and advocacy in formal public health, social service and/or legal systems.
- A combination of education, training and experience equivalent to the above.
- Mandarin and/or Cantonese definite assets.
- Demonstrated success in working effectively with individuals in crisis and from diverse backgrounds (e.g. cultural, religious, age, sexual orientation, etc.).
- Ability to effectively deliver educational material to adult learners.
- Ability to read, understand, and interpret legislation and policies, with knowledge of government processes and systems.
- Strong ability to speak, read and write in English.
- Use of own vehicle and valid BC Driver's License is an asset.

This position is open to all applicants. Please submit your resume and cover letter to:

Human Resources

120-7000 Minoru Blvd, Richmond BC V6Y 3Z5

Email: hr@chimoservices.com