



External Job Posting

Date Posted: February 27 2026

Position: Senior's Services Coordinator – Temporary Fulltime Maternity Leave Coverage

Location: Deltassist Ladner Office, some fieldwork

Title/Grid Level: Program Coordinator 2 – Grid Level 14 Step 1

Wage/Salary: \$33.77 per hour

Shifts Schedule/Hours per Week: 35 hours per week daytime work- some evenings and weekend work may be required

Closing Date: March 6 2026

Start Date: ASAP

End Date: Upon return of the incumbent estimated to be mid to end April of 2026

Use of Personal Vehicle: yes required

Reports to:

Manager of Community Services, Seniors Services and Accreditation – Ana Awmack Juan

Job Summary:

Deltassist is a mission-driven, community-based, non-profit society and the incumbent in this position must be able to commit to the Mission and Values of the Society, and work within a child-family centered, strength-based, service model.

The Seniors' Services Coordinator plans, implements, and oversees the day-to-day activities of a variety of services which meet the needs of seniors and which are delivered primarily by volunteer personnel.

- Information/referral for seniors
- Volunteer Visiting
- Volunteer Shopping
- Volunteer Driving
- Phone Support
- Other related services for seniors

The Seniors' Services Coordinator also assists individuals and families who contact the office, either by phone or in person, and require assistance to "navigate the social service/health system" in order to get their needs, or those of their family member, addressed. Work will take place throughout the community and the Coordinator will work out of both the North Delta and Ladner locations.

DUTIES AND RESPONSIBILITIES:

1. Plans and implements services
2. Oversees the day-to-day operation of the services ensuring that program guidelines and policies are adhered to
3. Identifies needs for volunteers and resources to implement activities and services
4. Assists with recruitment, selects, dismisses, orients, trains, monitors, and provides support and recognition to program volunteers
5. Oversees the collection, up-dating and disbursement of information and referral resources relating to seniors
6. Promotes awareness of and support for the services by producing promotional materials and attending community events
7. Develops registration procedures and schedules for services
8. Participates in program development and program evaluation activities
9. Liaises with community service providers in order to coordinate service provision and facilitate referrals for the services.
10. Represents the organization (or service) at external meetings or events
11. Participates in internal committees and program meetings
12. Maintains related records and statistics and produces reports as required
13. Performs other related duties as required.

Qualifications:

Education:

- Diploma in related human/social service field

Experience:

- Two (2) years recent related experience in working with seniors and volunteer management
- Interviewing and Communication Skills Training

- Or, an acceptable combination of education, training and experience

Other:

- Ability to work independently, and as part of a multidisciplinary team, within an organization that requires flexibility, initiative, creativity and demands individual accountability
- Ability to use a computer effectively to meet established documentation requirements
- Use and maintenance of an automobile in safe operating condition, to meet service requirements

Additional:

- Must have current certification in First Aid/CPR
- Ability to speak a second language is an asset

Required performance:

Job performance must be at a satisfactory level and will be assessed in the fulfillment of the above relevant job duties, including performance and evaluation reports and disciplinary records in accordance with Article 11.4(d) of the Collective Agreement.

To apply for this position, please email Kam Dhaliwal, Human Resources Manager with your interest and an updated resume:

kamd@deltassist.com

9097 120 Street,
Delta, BC, V4C 6R7

Please submit your interest in this position before the closing date of March 6 2026.

Each applicant is responsible for ensuring that the Society receives his/her application by 4:00 p.m. PST on the closing date. Any application received past this time will be considered late.

*“This position is open to all qualified individuals and this position requires Union membership”
This position is covered under a collective agreement. DFCS is an equal opportunity employer.
Successful applicants are subject to a criminal record check. DFCS thank all applicants for their interest. Only short-listed applicants will be contacted.*