



Yarrow Intergenerational Society for Justice

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Job Description: Chinese Seniors Hub Coordinator

SUMMARY OF POSITION:

The Chinese Seniors Hub Coordinator works in collaboration with the Seniors Hub team to facilitate recreational and skill-building programs for Chinese-speaking seniors residing in Vancouver's Chinatown, Downtown Eastside (DTES), Strathcona, and Oppenheimer communities. The Coordinator provides basic social services to Chinese-speaking seniors with the intention of empowering seniors to become leaders in their respective buildings and communities. This is a hybrid position that involves a combination of remote and onsite work.

Programs carried out through the Chinese Seniors Hub aim to prevent and respond to senior isolation, strengthen self-advocacy and peer-to-peer support, and promote education and strategies for holistic health and wellness. The Seniors Hub team works closely with Yarrow's Outreach Team to address complex housing, health, and income requests from Chinese-speaking seniors in the community. The Seniors Hub team also maintains connections with/knowledge of relevant neighborhood organizations for program/service related referrals and collaboration.

DUTIES AND RESPONSIBILITIES:

Social services for seniors

- Check-in with seniors via phone and online (WeChat) on a weekly to bi-weekly basis
 - Moderate a WeChat group for information sharing, announcements, and small group discussions
- Support seniors with their basic housing, health, and income needs, including but not limited to reading and translating government letters and documents

- Translate relevant updates from English into Chinese for seniors (e.g. public health (vaccines, flu shots, etc.), tax returns, census, seniors' benefits)
- Identify community needs and service gaps based on senior requests and needs
- Refer seniors, internally to Yarrow's Outreach Team and externally to community resources, pertaining to health, income and safety, as needed
- Identify resources and subsidies for low income seniors and connect with community partners to refer seniors to external programs and services
- Support seniors to better navigate the healthcare system in order to access community resources in an equitable way
- Sharing crucial public health information and tools, including support for seniors with COVID-19 safety and vaccination

Building service provision capacity and partnerships

- Develop collaborative relationships with relevant service provider and partners
- Convene and co-facilitate a (peer) network of service providers and their frontline workers
- Support the development of long-term visioning and strategies that address service gaps for Chinese-speaking seniors in Chinatown and the Downtown Eastside

Programming development and facilitation

1. Seniors Core

- Organize and facilitate monthly bi-lingual Seniors Core Community meetings to discuss community issues and updates
- Facilitate anti-oppressive discussion with Chinese-speaking seniors around settler colonialism, queer and trans rights, cross-racial solidarity, gentrification, etc.
- Nurture relationships within Seniors Core to establish positive group dynamics and procedures that are accessible and culturally appropriate
- Gather and implement feedback from Seniors Core members about Yarrow's programming

2. Tech Corner

- Co-organize weekly Tech Corner drop-ins in the Yarrow office to support Chinese-speaking seniors with minor tech-related issues (tech literacy, teaching seniors how to download & use apps, apply for wi-fi)
- Promote technical/digital literacy among seniors through educational workshops and discussions

3. Healthy Aging seniors recreational and outreach program:
 - Develop and expand Yarrow's existing Monday and Friday morning exercise program
 - Organize recreational events relating to significant cultural holidays
4. Senior peer-to-peer outreach program:
 - Develop and coordinate outreach programs that empower seniors to reach out to other isolated seniors within their buildings
 - Increase the number of buildings that Yarrow offers services in and build stronger relationships with tenants that we already have existing relationships with

Administrative tasks

- Ensure program activities align with and support Yarrow's vision, mission, and goals
- Collaborate with Yarrow's Volunteer and Community Engagement Coordinator to increase volunteer participation and intergenerational relationship building at Seniors Hub programming
- Attend bi-weekly all staff meetings and one-on-one check-ins with managers to share program updates and highlights, and to troubleshoot issues or challenges in the work
- Update and manage program statistics
- Support and connect seniors with Yarrow's other programs based on their needs, including but not limited to referral of casework requests to the Yarrow's Outreach Team
- Supporting/providing input on Yarrow's ongoing projects as needed, including:
 - The Language Access to Healthcare Campaign
 - Annual fundraising campaigns
 - Strategic planning, grant writing related to the position, and other relevant Yarrow visioning

SKILLS AND EXPERIENCE:

- Oral proficiency in Cantonese and basic proficiency in reading and writing Chinese, oral proficiency in Mandarin is an asset
- Digital literacy and experience moderating Chinese-language social media (eg. WeChat) is an asset
- Experience working with elderly, low-income, and marginalized communities
- Social services, community organizing, mutual aid, and outreach experience

- Commitment to promoting a culturally safe, anti-oppressive, and low-barrier learning environment
- Understanding of Chinatown and DTES neighbourhood context, settler colonialism, queer and trans issues, ableism, racism, and ageism
- Administrative skills: familiarity with Google Drive (i.e. Gmail, Shared Drive, Google Docs, Google Sheets, etc), Slack, Asana

HIRING DETAILS:

- \$27/hour, 22 hrs/week
- Competitive extended health, dental and life insurance plan
- Duration: Through to 31 March 2024, with a high likelihood of contract renewal and possible increase in work hours, pending confirmation from funders

APPLICATION:

Email your resume and cover letter to board@yarrowsociety.ca by July 28th 2023 at 11:59PM PST. Yarrow will follow up with shortlisted candidates via email to schedule an interview.

Yarrow strives to create a workspace that reflects the diversity of identities and lived experiences we work alongside. We strongly encourage applicants with lived experience of structural inequity to apply, and in particular those who QTBIPOC (Queer, Trans, Black, Indigenous and People of Colour) & 少數民族 (non-Han ethnic minorities) & 臺灣原住民 (Indigenous peoples of Taiwan).