



**Request for Expression of Interest
Co-ordinator, Seniors Services Position**

May 24, 2023

Esquimalt Neighbourhood House Society (“ENH”) is seeking Expressions of Interest from people interested in applying for **ENH’s Co-ordinator, Seniors Services** position, reporting directly to the Executive Director. This is a permanent, full-time position with a 3 month trial period during which ENH will assess the candidate’s suitability and demonstrated capability of performing the work required in the role. The annual salary is \$50,960. The position works primarily in the office.

Currently, the position is responsible for managing a contract to provide non-medical services to older people (65+) living in Esquimalt. Non-medical services include light house-keeping, light repair and maintenance, help with grocery shopping, transportation and advocacy/referrals. ENH has begun introducing various group activities to help reduce isolation, improve physical and mental well-being and strengthen community connections.

The ideal candidate is passionate about helping older adults, is familiar with their needs and has experience working with clients directly and with the social services sector, and can provide assistance and timely services that are responsive to their needs.

The candidate will have strong analytical reasoning, ethical thinking, quantitative and computer skills and excellent listening skills; a person who is able to establish a clear need for potential expansion of services, develop future and sustainable programming, monitor budgets, directly recruit, screen and supervise volunteers and contractors, and provide appropriate guidance and referral support for existing clients and others. It is important ENH hires a person who will take an active role in community initiatives to increase the community’s capacity to address needs and develop relationships. ENH is looking for someone who is a proactive self-starter, has excellent time management skills, a collaborator, a networker, process and project development oriented, diligent and human-centric communicator; and a person who is inclusive, safe and attuned and relationship focused.

This role presents a great opportunity to develop the position to one that provides leadership and support to ensure ENH’s services for older adults evolve in line with ENH’s Ends Statements, its community members and its diversity. The demands of the community continue to grow and evolve and services for older adults have become more imperative to ENH’s existing client base and those yet to be engaged.

If the above request has peaked your interest, please email (mlmckenna@enh.bc.ca) a brief summary by end of day Friday, June 16, 2023, of why you are interested and how your skills, knowledge and experience meet the requirements described above and what makes you a good fit for this role. At this stage of the request, submitting a resume is not required.

Thank you for your attention and potential interest!

Mary Lynn McKenna
Executive Director