



## **Job Title: Seniors Housing Program Assistant**

**Job Summary:** Primarily responsible for assisting at one of the **PICS Seniors Housing Facilities** with activities and food service.

### **Work Tasks and Responsibilities:**

- Assist program director with activities for residents
- Conduct program activities
- Assist at meal time with serving and assisting residents
- Visit one on one with residents
- Work on computer as required
- Maintain safe and clean working areas
- Answer the phone and direct calls appropriately
- Maintain files
- Photocopy materials as required
- Contribute to team efforts by accomplishing related results as needed
- Perform other duties as directed by the Supervisor

### **Seniors Housing Skills and Abilities Required:**

- Enjoys working with people
- Organizational Skills
- Effective Research
- Verbal Communication Skills
- Microsoft Office Skills
- Listening Skills
- Team Work Skills
- Ability to work under pressure
- Open Minded, Flexible and Adaptable

Please send cover letter and resume to [volunteer@pics.bc.ca](mailto:volunteer@pics.bc.ca)

