

PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Position: Project Assistant

Project: Social Prescribing / Seniors Department

Hours of work: 20 hours

Start Date: May 20th, 2025

End Date: March 31st, 2026

Reports to: Program Coordinator

Location: PICS Head Office

Wage: \$22.00 - \$24.00

Project Overview: The Social Prescribing Program is designed to support individuals with a range of social, emotional, or practical needs by connecting them to non-clinical services in their community. The goal is to improve overall well-being and reduce reliance on primary healthcare services. The Social Prescribing program collaborates with community organizations to provide non-medical support to improve the overall health and well-being of older adults in your community. The Social Prescribing program works in collaboration with health care referrers and other Seniors Community Connectors in the province to create an environment where seniors at-risk of frailty will be able to access resources and support.

The Project Assistant will be responsible for supporting the Community Connector (Social Prescriber) in bridging the gap between healthcare and social care. The Program Assistant will provide support to Program staff in the delivery of the project.

Duties and Responsibilities:

- collect volunteer information, availability, skills, and maintains an up-to-date database;
- coordinate with Social Prescribing employees to assess project needs;
- keep new and existing volunteers informed about the Social Prescribing project and volunteer opportunities;
- provide friendly visits and transportation support to seniors;
- assist in the volunteer training process;
- participate in outreach activities individually and as conducted jointly by staff;
- provide information to community agencies and organizations to promote the project;
- monitor and direct volunteer activities; and
- perform other job-related duties as assigned from time to time.

Qualifications/Experience Requirement:

- completion of a Bachelor's Degree in Business/ Social Work and/or a related discipline and/or the equivalent of education, training, experience and certification; and
- minimum 1 year of experience in providing admin support to a community support or seniors program.

Job Skills and Abilities:

- fluent in English; second language preferred;
- strong ability to work with minimum supervision;
- strong analytical skills coupled with high degree of accuracy;
- excellent verbal and written communications skills;
- excellent interpersonal skills and the ability to communicate effectively with clients;
- ability to work independently with strong time management and organizational skills; strong computer skills;
- able accomplish tasks with deadlines & handle stress and pressure; and
- willing to take initiative, action & results-oriented, flexible and dedicated to quality work.

Additional Information:

- valid driver's license and access to suitable vehicle is an asset; and
- clean Criminal Record Check (Vulnerable Sector).

How to Apply: Please submit a resume and cover letter, stating salary expectation, to PICS HR Department at career@pics.bc.ca. Please include job title in subject line.

(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)