



Project Coordinator – Home Support Liaison

This is an excellent opportunity to support a locally based team in a large, non-profit organization located in Vancouver. **GREATER VANCOUVER COMMUNITY SERVICES SOCIETY** is a multi-service non-profit organization supporting the independence and well-being of the elderly, people with disabilities, and others who require support to retain or regain health and autonomy. Since 1972 the dedicated team at GVCSS has provided compassionate, effective and client-focused care that helps people retain their independence and remain living safely at home. The Project Coordinator - Home Support Liaison is a six-month contract position with the potential for extension. This role is essential to the Home Support program, responsible for liaising with our home support funder and reporting on program. This role will also support the Home Support Manager in implementing service improvements and any necessary changes.

Key Responsibilities:

1. Produce and review monthly actual usage vs billing reports (discrepancy rates), and analyze reports to provide results to funder as per the Schedule 1 of the Home Support contract.
2. Develop and review any additional reports necessary for GVCSS to meet criteria to access innovation funds.
3. Provide information and recommendations from analysis of reports, for proposals or agreed-upon uses of innovation funds.
4. Provide information and recommendations for the improvement of quality and quantity of services beyond innovation fund criteria to the Home Support Manager.
5. Support the Home Support Manager in ensuring the necessary scheduling of staff for continuity of care.
6. Assist in the transition of Home Support software from Procura to AlayaCare.
7. Liaise with funding representative(s) for the project.
8. Attend, and represent GVCSS, on any joint project meetings with the funder representative.
9. Monitor, report and provide recommendations on staff turnover, recruitment, and retention, as per information provided by GVCSS Human Resources.
10. Act as a support to the Home Support Manager in implementing any changes to services for improvement, based on report outcomes.

Skills and Experience:

- Post-secondary certificate in a related field, such as health care or administration, or an equivalent combination of training, education and experience.
- Two (2) years of recent related experience or a equivalent combination of education and experience.

- Demonstrated excellent verbal and written communication skills.
- Demonstrated leadership skills.
- Strong organizational, analytical, and problem-solving skills.
- Demonstrated expertise on the use of Microsoft Office Suite and Procura/AlayaCare.
- Ability to organize diverse workload and establish priorities in a dynamic work environment.
- Must be able to work flexible hours on occasion.
- Physical and mental ability to perform all duties of the position.

GVCSS offers rewarding careers coupled with a generous benefits package which includes membership in the Municipal Pension Plan and a company paid parking space. Compensation for this position is \$34.87/hr (\$68,250/year) to \$40.45 (\$79,175/year) depending on experience (subject to wage classification/benchmark confirmation). This is a Monday – Friday office-based position with daytime hours of 37.5 per week. If this challenging opportunity interests you, please submit your resume and cover letter by **November 15, 2024** online at <https://www.gvcss.bc.ca/jobapp.htm>. For more information about our organization, please refer to our website: www.gvcss.bc.ca. GVCSS is an equal opportunity employer. We thank you in advance for your application, but only qualified candidates will be contacted.