

PROGRAM ASSISTANT POSTING - FULL-TIME

Become a part of our caring, professional team!

Villa Cathay Care Home is committed to providing the highest quality, individualized and professional care to our seniors. By creating a safe, warm, and culturally focused Home, our elderly residents and their families find comfort, respect, and dignity. Our interdisciplinary team of professionals provide care with love and respect, honoring the dignity of seniors.

Our new facility will be home to over 200 individuals in the new year. As the organization expands its care capacity, we are seeking talented, passionate individuals to join our team.

What you will do

As the Program Assistant you will help the residents safely connect with their family and loved ones according to established infection prevention and control (IPC) protocols. You will arrange in person and virtual visits, and screen those coming into Villa Cathay Care Home (VCCH). You will be working closely with families to enhance residents care by informing them about the program requirements, providing education, answering questions, and assisting to resolve issues. This position reports to the Director of Donor and Community Engagement and collaborates with other health care team members to enhance the visitation program and to strengthen the partnership between the families and the care team.

What you bring

- High school graduation, and proficiency using Microsoft Office (Word, Excel, Outlook, and PowerPoint). Post-secondary training, or knowledge of health care would be an asset.
- Strong customer service skills with the ability to be tactful, and patient.
- Ability to communicate effectively, and establish rapport with coworkers, residents, and visitors.
- Ability to adapt to and manage changing priorities and communicate those changes to your supervisor.
- Ability to work with minimal supervision and prioritize the daily work.
- Demonstrated ability to work collaboratively in a team environment.
- Strong written and oral communication skills in English.
- Ability to speak and write Chinese (Cantonese and/or Mandarin) is a requirement
- Ability to work weekends may be required.

The successful candidate will need to pass a Criminal and Vulnerable Persons Record Check and tuberculosis (TB) Screening.

This position in a long-term care home is under the BC Single Site Order. The successful applicant will be legally required to not work in another long-term care home, assisted living, or provincial mental health facility. The successful applicant will be required to strictly follow all infection

prevention and control and PPE practices at work. The successful applicant will also be expected to extend good infection control practice to their personal life.

How to Apply

To apply or for any inquiries, please email us at: hr@villacathay.ca and put “Program Assistant Posting” in the email subject line.