



Japanese Canadian Survivors Health & Wellness Fund Society

Job Posting | Outreach Worker(s)

Job Title: Outreach Worker

Term: One year with possible extension

Reporting to: Outreach Team Leader

BACKGROUND

On May 21, 2022, the BC Government acknowledged the historical wrongs perpetuated against Japanese Canadians in BC during the 1940s and made a pledge to support a community-built \$100 million legacy initiatives package recommended by the National Association of Japanese Canadians BC Redress Project and administered by the Japanese Canadian Legacies Society. This has resulted in \$28 million for a Japanese Canadian Survivors Health and Wellness Fund (JCSHWF) – for individual health support grants for survivors – managed by the Japanese Canadian Survivors Health and Wellness Fund Society (JCSHWFS).

ROLE SUMMARY

The JCSHWF is building an outreach team comprised of at least ten Outreach Workers reporting to the Outreach Team Leader. The outreach team will be responsible for front line assistance to survivors during the application process of health and wellness grants. Additionally, data entry, validation, and assessment of health and wellness grants will be required. The positions will be full-time, working remotely. Hours worked will be flexible with the positions requiring the working of non-traditional hours according to the needs of the JCSHWF.

RESPONSIBILITIES

Each Outreach Worker will be responsible for:

1. a designated geographic region which would include Japanese Canadian organizations, groups, and survivors within that region
2. all survivor files within their region from start to completion
3. fostering relationships and developing trust within the Japanese Canadian community within their region, including survivors
4. locating and contacting survivors within their region through contact lists, attending events, word of mouth, etc.
5. following established practices and protocols of the JCSHWF Outreach Model
6. assisting survivors with all aspects of the grant application process including entering survivor data into the application portal
7. validating applications for eligibility for Grants #1 and #2 and making recommendations on applications to the Outreach Team Leader
8. reporting the data for their region to the Outreach Team Leader

QUALIFICATIONS AND SKILLS

1. Graduation from high school required
2. Interpersonal communication skills including active, compassionate listening
3. Strong organizational skills, attention to detail, ability to handle multiple tasks, and prioritizes effectively and professionally
4. Proficiency in Microsoft 365 (Word, Excel, Outlook, PowerPoint and SharePoint), Zoom and/or Microsoft Teams
5. Experience with or an interest in working with the Japanese Canadian community
6. Self-motivated and able to work with minimal supervision
7. Ability to work non-traditional hours, including evenings and weekends
8. Previous outreach work experience would be an asset
9. Previous experience working with seniors would be an asset
10. Japanese language skills desirable

Applicant will be required to take sensitivity and trauma-informed training.

Applicant will be required to complete a criminal record check for work with a vulnerable population.

COMPENSATION

Full-time based on a 40-hour work week. Up to \$56,500 per year.

Please email resume and a short cover letter to hr@jcwellness.org with the subject line “[First Name Last Name] Outreach Worker Application”.

The JCSHWF will accept applications until 9AM PST on Friday, October 13, 2023 or until a suitable candidate has been recruited. Only short-listed candidates will be contacted.