

Job Posting

Posting Date: January 3, 2023
Posting Closes: January 21, 2024

Grocery Programs Assistant

Temporary, grant-funded position starting February 2024 until September 30, 2024.

Reporting to:	Dr. Lawrence Chidzambwa
Union:	HSA AIDS Vancouver Chapter #849, Community Subsector Collective Agreement
Compensation:	\$23.65/hr This compensation is set by the collective agreement (<u>grid level 7, benchmark is Community Retail Supervisor</u>).
Hours:	Approximately 50-60 hours/month are available
Schedule:	2-3 weeks per month (weeks the Grocery Program is open, see the schedule) Monday 8:45am-1pm / Tues & Wed 8:30am – 4:15pm Thursday 9:30am – 12:15pm
Location:	1101 Seymour St., First Floor Grocery

Program Summary

The AIDS Vancouver Grocery Program is open to people living with HIV who are in need of additional food to supplement their regular diets. This program opens to clients for approximately 80 days each year, offering nutritious food and personal care items. Monthly client meetings and an annual client survey provide opportunities for leadership and community, and program improvement. The 2024 Grocery Program schedule can be found at https://www.aidsvancouver.org/the_grocery_program.

Position summary, job duties, and qualifications as determined by the collective agreement process are outlined at the end of the posting.

To Apply

People who are part of the communities AIDS Vancouver serves – people living with HIV, Indigenous people, Black people, immigrants, newcomers, and Two-Spirit, queer, and trans people – are encouraged to apply.

Please submit a cover letter and resume by email to hire@aidsvancouver.org by 5pm on January 21, 2023. All information shared in your application will be kept confidential and shared only with the members of the hiring committee.

Hiring Process

The Grocery Program Coordinator will lead the hiring process and review all applications. Interviews will be conducted with additional members of the AIDS Vancouver team, including at least one person living with HIV.

Please let us know about any access needs we can support through our hiring process.

This is a temporary, grant-funded position ending September 30, 2024.

Grocery Program Assistant

Reporting to:	Grocery Program Coordinator
Bargaining Unit:	Health Services and Support - Community Subsector
Classification:	Grid Level 7
Benchmark:	Community Retail Supervisor
Union:	Health Sciences Association

JOB SUMMARY

At the direction of the Grocery Program Coordinator, the Grocery Program Assistant supports the day-to-day operation of the Grocery Program at AIDS Vancouver as a welcoming space for all clients and volunteers. The Program Assistant facilitates set up and distribution periods of the program, takes direction from the Grocery Program Coordinator to ensure optimal service delivery.

DUTIES

- Sets up Grocery Program for distribution periods, including Holiday Grocery
 - Receives, transports, and unloads deliveries of grocery items including heavy items such as canned goods.
 - Stocks, replenishes, and conducts inventory of grocery shelves and storage areas.
 - Maintains a record of all in-kind donations to grocery.
 - Processes orders, including sourcing products as required.
 - Collects and/or arranges collection of grocery items (whether donated or purchased)
 - Prepares for and support The Corner program.
- Maintains confidentiality and accuracy of client information, including:
 - Receives and inputs client information into a secure database and client lists as applicable.
 - Records client interactions into a secure database
 - Identifies discrepancies or information that requires updating and informs the Individual Client Services team.
- Key point of contact for program volunteers, including:
 - Assists in volunteer orientation and training.
 - Communicates with volunteers about the schedule and any changes.
 - Provides feedback and support.
 - Identifies/escalates any concerns to Program Coordinator.
- Assists with program finances, including:
 - Prepares invoices for [payment](#)
 - Assists with preparation of required financial documentation.
- Builds and maintains positive relationships with clients, community partners, and volunteers including:
 - Consults to identify trends, needs, and areas of growth and/or change.

- Promotes interest, participation, and support for the program.
- Answers inquiries about the program and refers concerns to the Program Coordinator
- Facilitates and coordinates regular meetings with clients as directed by Program Coordinator
- Provides input regarding policies, procedures, goals, and evaluation of the program.
- Performs other related duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE

- Grade 12
- Recent, related experience of two years
- FOODSAFE Level 1 training or willingness to complete training
- Valid driver's license to operate a vehicle in BC considered an asset
 - Must be eligible to participate in the Modo Carshare per criteria at the bottom of the page OR have access to a reliable personal vehicle (costs covered/mileage reimbursed per the collective agreement)
- Basic course or certificate related to bookkeeping, retail, operations, or volunteer coordination an asset

Equivalent combination of education, training and experience will be accepted, including other qualifications or experience determined to be reasonable and relevant to the level of work.

TYPICAL SKILLS AND ABILITIES

- Ability to enact and promote sex-positive, harm reduction, community development and strengths-based approaches
- Ability to communicate effectively in English, verbally and in writing.
 - Additional languages considered an asset.
- Physical ability to carry out the duties of the position, including ability to receive large deliveries of heavy items, transport items, and shelf items for 4+ hours at a time.
- Ability to work independently and in cooperation with others
- Ability to plan, organize and prioritize
- Ability to establish and maintain rapport with clients and volunteers
- Computers and software literacy in a Microsoft Office/365 environment
- Experience with case management software considered an asset (used to record distribution of groceries)
- Ability to establish and maintain rapport with clients
- Ability to supervise volunteers
- Cultural responsiveness and humility in working with communities most impacted by HIV
- Flexibility to work some evenings and weekends when needed
- Demonstrated capacity to work effectively with marginalized and vulnerable populations.

Revised: December 20, 2023

Am I eligible to join Modo?



To be eligible to join Modo, you have to meet these conditions:

- Be 19+ years of age or, if younger than 19, join as a [Green Member](#).
- Have an N licence or better or the equivalent from another jurisdiction (non-BC licences are welcome) – you have to be allowed to drive alone in the car.
- Have had no at-fault accidents within the past two years at the time of joining.
- Have no more than one at-fault accident within two years after joining.
- Have had no licence suspensions within the past two years.
- Have had no more than two traffic violations in the past two years.

Eligible? [See how to join Modo](#)