



200 Leigh Road
Kamloops, BC V2B 2L6

ph: 250-376-6268
fax: 250-376-6218

email: hello@kac.ca

KAC.CA

Position Title: Community Care Assistant
Reporting To: Pastor of Missional Engagement
Support Given To: Department of Missional Engagement
Position Status: Contract ~ 6 hours per week

Purpose

The Community Care Assistant works collaboratively with the Pastor of Missional Engagement and partner agencies to meet emergency needs in our parish and city.

Work Environment

This contract position is a hybrid of working remotely and onsite at KAC thus an expectation of high trust for time management is in place. You will have remote access to the KAC Microsoft system, enabling you to manage emails from home. You are free to schedule your own hours with an expectation of a 24-hour turn around for responding to community partners. The only on-site requirement to the work is meeting with guests for assessment appointments, and potentially delivering cheques or gift cards. You are free to set those appointment times within KAC office hours (Mon-Thu, 9-4:30). The work intensity varies greatly. Some weeks will be low and other weeks will be high. *You are required to own a personal computer with strong internet connection for this work.*

Key Roles / Responsibilities

Communications:

- Monitor and respond to communitycare@kac.ca email requests for community care.
- Make phone calls and/or emails to agency partners to vet need requests.
- Schedule in-person assessment appointments.
- Collect and complete all necessary paperwork for requests.
- Coordinate cheque requisition requests and follow up delivery with guests.

Reporting:

- Utilizing KAC Microsoft access, maintain the metrics spreadsheet for Community Care.
- Prepare the Metrics Summary report for monthly submission.
- Maintain confidential files of client applications at KAC.

Purchases:

- Purchase department required resources (grocery GCs, bus passes, etc.)
- Prepare and submit Expense Reimbursement Forms for expenses and mileage.

Competencies and Qualifications

- A passionate follower of Jesus, growing in faith and open to accountability.
- Highly relational, trustworthy, and able to maintain a high degree of confidentiality.
- Efficient and reliable, able to work under pressure and meet deadlines.



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- Able to think strategically and tactically and be incredibly intuitive.
- Exhibit proactive behavior and take initiative.

General Responsibilities & Expectations

- All KAC employees ought to know Jesus personally and love Him whole-heartedly. This should be evidenced through spiritual growing and an obvious love of Jesus.
- All KAC employees ought to engage in practices that help us grow in a personal relationship with Jesus.
- All KAC employees ought to participate in church life through regular attendance at, and participation in, weekend gatherings and other group ministries.
- All KAC employees ought to live by and contribute to the KAC Employee Culture Creed.
- All KAC employees ought to sign and adhere to the Christian and Missionary Alliance Statement of Faith, Statement on Human Sexuality, and the KAC Team Covenant.