



Hospice Society of the
Columbia Valley
Unit #103-926 7 Ave
PO Box 925
Invermere, B.C. V0A 1K0

Nav-CARE Coordinator

Location: Invermere, BC

Number of Positions: 1

Wage: \$23.00 - \$26 per hour (Based on education and experience)

Type of Position: Permanent, part time

Days of Work: Flexible Monday to Friday

Closing Date: 06/15/2026

Role Description

Reporting to the Executive Director, this position is generally responsible for coordinating clients and volunteers in the Nav-CARE program and to improve the quality of life for individuals with declining health in the community. Further responsibility would be managing program activities and raising awareness of the program in the local community through networking and presentations.

Key Responsibilities

1. Communicate and converse sensitively with clients, families, staff, and community partners
2. Help connect clients with community resources and services.
3. Maintain accurate client and volunteer records, ensuring confidentiality.
4. Support outreach efforts to recruit and engage volunteers.
5. Identify complicated grief symptoms in clients
6. Matching clients with suitable volunteer navigators based on need and ensuring regular, safe visits (usually every 1-2 weeks)
7. Make appropriate referrals to other specialists or support services when needed.
8. Maintain digital and physical filing systems for the Nav-CARE program.
9. Provide front-desk support and assist with daily office operations.

Qualifications

- One year of post-secondary education in a human services discipline plus two years of relevant job experience, or two years of post-secondary education in a human services discipline plus one year of relevant job experience. Other appropriate combinations of education and experience may be considered.
- Experience in office administration, healthcare, social services, or a related field.
- Strong organizational, multitasking, and communication skills.
- Current valid BC Driver's License (Preferred)

Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position (office work).
- Ability to work independently and in cooperation with others
- Knowledge of general office procedures