



we are all
connected

National Outreach Navigator

Open: November 15, 2024

Closes: November 29, 2024

Location: Vancouver, BC

Category: Community and Social Services Job

Type: Full-time, Part-time, contract until end of March 2025 with possibility of extension

Salary: \$54,000 (prorated to number of days working)

Who We Are

Since 1977, Disability Alliance BC (DABC) has been a provincial, cross-disability voice in British Columbia. We champion issues impacting the lives of people with disabilities through our direct services, community partnerships, advocacy, research and publications.

Our mission: to support people with all disabilities, to live with dignity, independence and as equal and full participants in the community.

Program Description

The Access RDSP program provides direct support through the Disability Tax Credit (DTC) and related benefits including the Child Disability Benefit, Canada Disability Benefit and Registered Disability Savings Plan to promote financial literacy and financial security for people with disabilities in British Columbia. Access to the DTC and related benefits has become more relevant, as many people with disabilities will need the DTC to apply for the upcoming Canada Disability Benefit. We are seeking advocates passionate

about social justice issues to join our dynamic team and help grow our impact in BC and beyond.

Job Description – National Outreach Navigator

You will build on the foundational work of the program to help extend our supports across Canada. This includes developing and delivering a national engagement strategy to raise awareness about DTC through community outreach, creating and maintaining strategic partnerships, as well as designing and facilitating training modules that will capacity build key partners to deliver DTC navigational supports. You are also an active team member, able to contribute to the additional administrative responsibilities associated with the day-to-day operation of the program.

Tasks and responsibilities:

- Environmental scan of available services across the country to understand existing supports and prevailing gaps that can be mitigated with our support
- Creation and delivery of training modules, resources, and tools to capacity build other organizations to support and provide services to people with disabilities across Canada on the DTC
- Involves facilitating training, such as online or printed educational materials, instructional videos, delivery of virtual or in-person workshops,
- Amplifying existing tools and resources, adapting for national outreach to individuals and families, community service organizations, and health professionals across Canada
- Working one-on-one with people with disabilities to provide in-depth support through the DTC and associated benefits as needed.

The successful applicant must:

- Be able to work effectively with people with disabilities
- Have a minimum 2 years combined post-secondary education and/or applicable work experience

- Have strong verbal and written communication skills and the ability to communicate complex concepts in plain language
- Be computer literate and proficient with word-processing software including the Microsoft Office Suite
- Be available for occasional travel to communities across Canada
- Be self-motivated, adaptable, and able to work effectively with a team
- Have excellent organizational skills
- Have strong knowledge of social media
- Maintain the integrity and confidentiality of sensitive client information

The following are strong assets for this position:

- Experience with the DTC and other disability benefits (e.g. RDSP, Child Disability Benefit, Canada Pension Plan-Disability)
- Experience in the non-profit sector
- Experience with community outreach or program planning
- Experience with presenting complex information to diverse audiences
- Experience working with Adobe Creative Suite
- Experience with a disability and/or supporting people with disabilities
- A driver's license

The position is a fixed term position (until end of March 2025). Depending on future funding, this role may be extended and may further develop to involve direct client work when the contract period ends. The role can be negotiated to be either part-time or full time (anywhere between 3-5 days/week) and will be based out of DABC's Vancouver office, with occasional travel across Canada.

DABC is an open and diverse organization that promotes inclusive hiring practices. We encourage applications from qualified applicants who identify as visible minorities, Indigenous persons, and of all sexual orientations, gender expressions and identities. People with disabilities are encouraged to apply.

To Apply:

Please submit a resume and brief cover letter addressed to Cynthia Minh, Director—Tax AID & Access RDSP at cynthia@dabc.ca using the subject heading “Job Application: Community Advocate”. No phone calls please.

Applications are due no later than 4:30 p.m. on November 29, 2024. DABC welcomes all applications, however, only shortlisted applicants will be contacted for an interview.