



**Position title: Family Services Coordinator, Qwalayu House**

Two full-time positions and several part time and casual positions available.

**Who we're looking for:**

The Family Services Coordinators at **Qwalayu House** will ensure an inclusive and welcoming home for families with children receiving health care in Campbell River. In addition to being the point of contact for families and the community, this position is responsible for the safe and efficient day-to-day operations of Qwalayu House, including the grounds, house maintenance, and small projects. You will thrive in this role if you have an engaging personality with a can-do attitude, are compassionate, and respectful of all people and cultures.

**What's in it for you?**

Are you looking for a career where you can make a difference? The work you do with the Foundation will have a direct and positive impact on children and families in your community. The Foundation believes in providing its employees with a respectful and inspiring workplace, and offers competitive salaries, comprehensive extended health and dental benefits, and a pension program for full-time and part-time employees. In this role at Qwalayu House, you'll have the opportunity to support families in difficult times to make their lives a little bit easier, while working with a compassionate and cohesive team.

**Highlights of duties & responsibilities:**

- Supporting families with room bookings, guest orientation, and information and referral.
- Completing tasks to keep the house fully stocked and in good condition including overall maintenance and cleaning activities; ensuring rooms are kept in good order, common areas are clean, and tending to household laundry.

**Required education, skills & experience:**

- High school diploma and/or some college or university education in social work, child and youth work, or another health-related discipline is an asset.

- Excellent communication skills with a variety of stakeholders (e.g. families, medical community, volunteers, potential donors, community programs) with emphasis on communication with the families.
- Organized and self-motivated, respectful, and non-judgmental; caring and compassionate with an understanding of boundaries.
- Demonstrate cultural competency, humility, and safety with an understanding of truth and reconciliation.
- Ability to multi-task a variety of responsibilities related to the day-to-day operations of a large household.
- Computer literacy sufficient to operate scheduling software and database, Microsoft Office programs.
- Ability to undertake some physical work that involves light lifting i.e., household laundry and cleaning.
- Level 1 First Aid is an asset.

**About us:**

Children's Health Foundation of Vancouver Island (CHFVI) is dedicated to ensuring all Island kids have access to the health care they need. We believe every child deserves the same opportunity in life, regardless of disability or health challenges. For 95 years the Foundation has funded community health programs, facilities, and initiatives to support every Island family in finding care for their children. We are a passionate team with an experienced board of directors committed to transforming the lives of children and youth with physical and mental health challenges. Kids may only make up 21% of our Island's population, but they are 100% of our future.

"Q'walayu" is an endearing term used by Indigenous Elders when they speak of their babies and children as their reason for being. Q'walayu House is a home away from home in Campbell River for expectant mothers and families, providing a place to stay while they or their children receive medical care.

**Reports to:** Family Services Manager, Q'walayu House

**Location:** Campbell River, BC

**Hours of work: Facility is staffed 24 hours/day. Shifts include overnights, days, evenings, and weekends.** (Please identify in your cover letter if you are interested in full-time, part-time, or casual employment, and include your availability.)

**Application information:**

If this position sounds like a great fit for you, please apply with your cover letter, resume, and two professional references to **careers@islandkidsfirst.com**. The application deadline is 5:00pm on May 14, 2021.

We thank all applicants for their interest, however only short-listed candidates will be contacted.

To learn more about Children's Health Foundation of Vancouver Island, please visit us at [www.islandkidsfirst.com](http://www.islandkidsfirst.com).