



## **Position title: Home Coordinator, Q̓walayu House**

Casual - available to work a variety of on call and scheduled shifts to cover sick time, vacation time etc. Shifts offered are: (8 am – 4 pm, 4 pm – 10 pm, and 10 pm – 8 am)

**Reports to:** Home Manager, Q̓walayu House

**Location:** Campbell River, BC

### **Who we're looking for:**

The Home Coordinators at **Q̓walayu 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 Q̓walayu House. 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?**

- **Meaningful work:** The work we do has a positive impact on families and our community, this is an opportunity to be part of inspirational and respectful team.
- **Independence and autonomy:** We have one person on staff at the house at all times to help support and connect with families keep and the house running smoothly.
- **Variety:** This position has a range of responsibilities and is ideal for those who take initiative, enjoy keeping busy, and helping people.
- **Career growth:** We offer professional development opportunities, and this is a great opportunity to gain experience or try something new.
- **Central work location:** We are near the hospital and close to public transit.
- **Benefits:** As a casual employee, you will receive an 8% wage top up in lieu of benefits.

### **Highlights of duties and responsibilities:**

- Supporting families with room bookings, guest orientation, and information and referral.
- Housekeeping, cleaning guest rooms upon check-out and all common areas.
- Completing tasks to keep the house fully stocked and in good condition.

## **Required education, skills, and experience:**

- High school diploma and/or some college or university education in human services related field.
- 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-judgemental; 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 has invested in the health of Island kids for more than 90 years. We're here to harness the collective compassion of thousands of donors each year so that together, we can improve the lives of children and youth living with physical and mental health challenges, in every Island community.

Our vision is to ensure all Island kids have access to the health care they need. We collaborate with medical experts, health care professionals, First Nations, school districts, and community partners to identify service gaps and barriers that impact care. Together, we develop solutions, and we're unrelenting in our quest to achieve sustainable, transformative change.

Q̓walayu is an endearing term used by Indigenous Elders when they speak of their babies and children as their reason for being. Q̓walayu 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.

## **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](mailto:careers@islandkidsfirst.com). This position will remain open until filled. 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).