

Home Coordinator (casual) - Q̓walayu House

Reports to:	House Manager
Location:	Campbell River
Term:	Casual - Start date negotiable with successful candidate.
Hours of work:	Available to work a variety of on-call and scheduled shifts to cover sick time, vacation time etc. Shifts offered are 8am-4pm, 4pm-10pm, and 10pm-8am.

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 96 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.

Our Q̓walayu House team is growing! Q̓walayu House is a home away from home in Campbell River for moms-to-be and families who must travel to Campbell River for maternal or pediatric health care. "Q̓walayu" (pronounced kwuh-lie-you) is a term of endearment used by indigenous Elders when they speak of babies and children as their reason for being.

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 an inspirational and respectful team.
- *Independence and autonomy:* One person is scheduled to work at the house at all times to help support and connect with families and to ensure that the house runs smoothly.
- *Variety:* This position has a range of responsibilities and is ideal for those who take initiative, enjoy keeping busy, and enjoy helping people.

- *Career growth:* Children's Health Foundation offers professional development opportunities to all employees. This position offers the opportunity to gain experience or try something new.
- *Central work location:* Qwalayu House is close to the hospital and public transit.
- *Benefits:* As a casual employee, you will receive an 8% wage top-up in lieu of benefits.

Highlights of duties & 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 & experience:

- 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, self-motivated, respectful, and non-judgemental, caring, and compassionate with an understanding of boundaries.
- Demonstrates 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 and database software. Familiarity with 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.
- Proof of full COVID-19 vaccination is required for this position.

To apply:

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 with "Home coordinator" in the subject line. 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.