



Children's Health Foundation of Vancouver Island is seeking Home Coordinators – multiple positions available.

Location: Q̓walayu House – Campbell River

Term: Casual – must be available to work a variety of on call and scheduled shifts.

Hours of work: Shifts are scheduled seven days a week , from 8am-4pm, 4pm-10pm and 10pm-8am. Casuals will be asked to cover a cross-section of shifts, focusing primarily on night shift coverage.

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 more than 90 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.

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 pregnant individuals, children, and their families, when they are receiving health care.

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.

Highlights of duties & responsibilities:

- Housekeeping, cleaning guest rooms upon check-out and all common areas.
- Supporting families with room bookings, guest orientation, and guest services.
- Following processes, policies, and guidelines.
- Record keeping, task tracking, and database entry.

About you: 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. Additionally, you'll have experience within the hospitality industry or a similar housekeeping and customer service role. You have technical

experience and are comfortable using databases and Microsoft Office (Word, Excel, Teams, and Outlook). You are positive, professional, and able to work with families with varying degrees of vulnerability. You have excellent communication skills, both verbal and written. You are well-organized and self-motivated, with an ability to work independently and as a supportive team member. You learn quickly, efficiently, and use your own initiative to problem solve. You enjoy working independently and as part of a larger team. You can undertake physical labour that includes all aspects of housekeeping and lifting up to 50 lbs.

Why you'll like working for us: Everyone here loves their job and is reminded daily that their work makes a positive difference in the lives of Island kids. The Foundation is inclusive, dedicated to diversity, and believes in providing its employees with a respectful and inspiring workplace.

Apply now: If this position sounds like a great fit for you, please email your cover letter, resume, and two professional references to careers@islandkidsfirst.com with "*Casual – Home Coordinator*" in the subject line. The application deadline is 5pm on Monday, March 31st, 2023. We thank all applicants for their interest, however, only those shortlisted will be contacted. To learn more about Children's Health Foundation of Vancouver Island, please visit us at www.islandkidsfirst.com.