



Position: Home Coordinator
Reports to: Manager of Jeneece Place
Location: Jeneece Place
Term: Casual
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.

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 almost 100 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.

About the role:

The Home Coordinators at **Jeneece Place** will ensure an inclusive and welcoming home for families with children receiving health care in Victoria. 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 the 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 and professional, and able to work with families with varying degrees of vulnerability. Excellent communication skills, both verbal and written. Well organized and self motivated, with an ability to work independently and as a supportive team member. Can learn quickly, efficiently, and use your own initiative to problem solve. You enjoy working independently and part of a larger team. Able to 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.

To Apply: [Children's Health Foundation of Vancouver Island Job Board - Home Coordinator](#)

Deadline: October 24th, 2025

Equity: The Foundation welcomes applications from all qualified individuals, including, but not limited to persons with disabilities; racialized persons; First Nations, Inuit, and Métis; and persons of any gender identity and sexual orientation. The Foundation is committed to providing an inclusive and barrier-free recruitment process and work environment.

All qualified candidates are encouraged to apply; however, must be legally entitled to work in Canada.