



**Position:** Assistant Manager - Qwalayu House  
**Reports to:** Manager - Qwalayu House  
**Location:** Working in person at Qwalayu House in Campbell River  
**Term:** Part-Time, permanent position, beginning July 2022  
**Hours of work:** Friday to Monday, 30 hours/week with occasional evening work

**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 physical ability 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.

**Who we're looking for:**

The Assistant Manager for Qwalayu House is responsible for ensuring that Qwalayu House is an inclusive and welcoming home for families who have children receiving health care in Campbell River. This position assists with ensuring the safe and efficient operations of Qwalayu House and the day to day operations. The Assistant Manager serves as the public face of Children's Health Foundation (CHF) at Qwalayu House and is expected to model the values and vision of the Children's Health Foundation.

We're looking for someone with a high level of organizational ability, exceptional communication skills, and is dedicated to providing exceptional service. You'll thrive in this role if you're a team player with a passion for building relationships and helping others.

**Why join us?**

Are you looking for a career where you can make a difference? The work you do with CHFVI will have a direct and positive impact on children and families on Vancouver Island and surrounding islands. 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.

**Required skills & experience**

- Excellent communication skills with a variety of stakeholders (e.g. families, medical community, volunteers, potential donors, community programs, to name a few) with emphasis on communication with the residents
- Organized and self-motivated, respectful and non-judgemental; caring and compassionate with an understanding of boundaries
- Leadership experience for training and managing a small staff team
- Demonstrate cultural competency, humility and safety with an understanding of truth and reconciliation
- Computer literacy sufficient to operate scheduling software and database in addition to internet and email

- Ability to undertake some physical work that involves light lifting i.e. household level laundry and cleaning
- Ability to multi-task and willingness to undertake any job required in the day to day running of a large household

### **Qualifications & education**

- At least 5 years of relevant work experience (tourism and hospitality, operations, social services)
- High School Graduate and/or some college or university program in social work, child and youth work, or other health-related discipline is desired
- Level 1 First Aid is an asset
- Proof of full Covid 19 Vaccination

### **Working Conditions**

- 7.5 hr workday / 30 hr work week
- Ability to lift up to 20 lbs and frequent standing and walking
- Evening and weekend work required at times for guest arrivals and other activities
- Valid Class 5 Driver's licence and access to a vehicle required to travel to occasional meetings, events or presentations
- Regular status position; permanent employment, ongoing

### **To apply:**

If this position sounds like a great fit for you, please email your cover letter and resume to [careers@islandkidsfirst.com](mailto:careers@islandkidsfirst.com) with "Assistant Manager – Qwalayu House" in the subject line. The **application deadline is July 11, 2022**, however the position will remain open until the successful candidate is found. 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](http://www.islandkidsfirst.com).