



**Position title: Home Coordinator, Q<sup>w</sup>alayu House**

Part-time overnights: 10pm-8am 3 days/week Friday to Sunday

**Who we're looking for:**

The Home Coordinators at *Q<sup>w</sup>alayu 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 Q<sup>w</sup>alayu 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?**

- **Awesome Benefits:** We offer a pension plan and comprehensive extended health and dental benefits. We take care of our team!
- **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 1 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.
- Close to public transit

**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:**

- High school diploma and/or some college or university education in social work, child and youth work, or another health-related discipline is an asset.
- 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 (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.

"Q<sup>w</sup>alayu" is an endearing term used by Indigenous Elders when they speak of their babies and children as their reason for being. Q<sup>w</sup>alayu 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.

**Reports to:** House Manager, Q<sup>w</sup>alayu House

**Location:** Campbell River, BC

**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 start date is as soon as possible and will be 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).