



Prince George Native Friendship Centre

Our people make a difference in the community!

Job Title: Friendship Home Coordinator
Department: Youth & Community Services
Reports To: Director of Youth Services
Closing Date: April 13, 2018 @ 4:00 pm or until position is filled

SCOPE OF POSITION

The Prince George Native Friendship Centre is seeking a Program Coordinator to lead the work within our **Friendship Home** resource for youth. This permanent full-time position requires an individual with an extensive knowledge of health and social determinants impacting vulnerable youth. This is a leadership role in delivery of cultural and nurturing care giving services to “youth in care”. The successful candidate will report directly to the Director of Youth and Community Services and is required to be part of the on-call crisis response system.

QUALIFICATIONS

- Degree in human services field;
- Experience in a Residential management capacity;
- Experience in working with Aboriginal children and Families in a cultural context;
- Certification: Lifeskills Coach, First Aid, Class 4 Driver's License, Non-violent Crisis Intervention, Suicide Intervention, and Food Safe;
- Proficiency in written and verbal communications;
- Possess a demonstrated ability to work with a diverse clientele on an individual and group basis;
- Knowledge in applicable Provincial Legislation;
- Ability to obtain a licensed manager status of a residential resource;
- Ability to undergo a successful criminal record search;

DUTIES

The range of duties is varied, but at a minimum will include:

- Program management;
- Staff supervision;
- Financial management;
- Case management and reporting coordination;
- Coordinating with internal/external community resources;
- Supporting and advocating for client centered issues;
- On call crisis response.
- Other duties, as required.

To apply, send a cover letter, resume and three references to:

**Prince George Native Friendship Centre
1600 Third Avenue
Prince George, BC V2L 3G6
Fax#: 250- 563-0924
E-mail: employment@pgnfc.com**

***Applications will be accepted until 4:00 pm On April 13, 2018 or Until Position is filled
No telephone inquiries please.***

We thank all applicants; however only those selected for interviews will be contacted.

“Power of Friendship”

SCOPE OF POSITION

This is a leadership role in delivery of our Friendship Home Program. This position supervises the implementation of our six (6) bed, coed long term residency for youth under the age of 19. This position is full time and is required to be part of the on-call crisis response system.

The Coordinator responsibilities are:

- Human resources management including: chairing hiring panels, orientation and human resource management of all employees within the Friendship Home Team as per the policies and processes of the PGNFC;
- Staff scheduling, training and support including the day to day supervision;
- Maintain linkages with other PGNFC Youth Services and applicable community resources;
- Coordinate the delivery of services;
- Lead integrated case management for all residents;
- Develop and maintain plans of care for all residents;
- Ensure culturally relevance and community integrated services are implemented;
- Develop and implement a strategic communications plan that encompasses internal/external communication;
- Work cooperatively within the PGNFC Management Structure to ensure community accountability, reporting and support of the services;
- Coordinate crisis response services when required;
- Ensure that asset management of all property accessed by the Friendship Home Team is as per the policy and practice of the PGNFC;
- Implement data collection and other evaluative systems for the team to ensure performance through the best practices approach;
- Implement evaluations of the program alongside staff, communities, and other stakeholders;
- Obtain and retain a licensed residential manager status;
- Ensure that the provincial legislation under the Community Care Facilities Act is adhered to and that policy development of Friendship Home follows said legislation accordingly
- Ensure that the data collection systems are in place that demonstrates the bi-cultural nature of the services;
- Strategic Planning and other visionary activities to further develop Friendship Home services; and
- Communicate and coordinate with other youth programs locally as required.

Administration:

- Employee Scheduling;
- Property/Asset Management;
- Report writing and data analysis;
- Critical Incident documentation and follow-up;
- Budget and fiscal management of the services;

Ensures fiscal responsibility:

- Assists Director in relation to annual work plans;
- Coordinate and implement work plan to meet PGNFC policies and procedures, program objectives and contract deliverables;
- Manage PGNFC assets within his/her program area, including capital assets, computers, vans, building, etc.
- Oversee and monitor expenditures under \$400.00. Obtain proper documentation from of the Director for over \$400.00.

Community and Public Relations:

- Establish and maintain effective relations with partner stakeholders, funding sources and community;
- Represent PGNFC Youth Services at community meetings or other official functions;
- Promote and support PGNFC programming and special events; and
- Keep up to date with local key resources available in the community and the Province.

Other Duties:

- Participate in outside training and/or in-service, as approved by direct supervisor;
- Attend all appropriate PGNFC meetings, including staff meetings;
- Participate in other PGNFC activities as directed; and
- Other duties, as required.