



Prince George Native Friendship Centre

Our people make a difference in the community!

Job Title: Program Coordinator
Department: Youth & Community Services
Reports To: Director
Closing Date: August 11, 2017 @ 4:00 pm

SCOPE OF POSITION

The Prince George Native Friendship Centre is seeking a Program Coordinator to lead the work within our **Friendship Home** Residential 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 August 11, 2017

No telephone inquiries please.

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

“Power of Friendship”