



Child & Family Service Coordinator

Job Posting

2025-01-15

Child & Family Service Coordinator

Wuikinuxv Child & Family Service

Full-time, Permanent

Reports to: Health Director

Looking for an enthusiastic individual willing to join our team!

JOB SUMMARY:

This position will largely be responsible for the timely completion of administrative and clerical support of Wuikinuxv Child and Family Services. This position will ensure the accuracy of financial forms, administrative documents and filing. Some tasks of the coordinator include: coordinating meetings with the CFS Advisor (remote contract worker/support), community engagements, committee meetings and general communication

The coordinator is responsible for confidential and time sensitive material; must have the ability to effectively communicate via phone and email ensuring that all administrative support duties are completed.

KEY DUTIES AND RESPONSIBILITIES:

- Develop CFS Programming for Kitit1 (Village).
- Support at home & away from home, and children in care (members & ancestry).
- Develop protocols, Terms of Reference, Provincial and Federal agreements under the direction of the committee and advisor
- Develop support protocols with the direction of and support from: families, youth in care, and Jordan's Principle, advisor, Health Director
- General Office Administration
 - Assist with managing the budget and finances
 - Develop and manage filing system
 - Communication
- Experience handling sensitive and confidential information and matters in a trusted and responsible manner
- Set priorities effectively and problem solve, including early identification of issues/problems that may arise.
- Ability to be flexible and adaptable
- Must be able to work under pressure and meet strict deadlines
- Other duties as assigned or as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Related office administration experience
- Child & Youth Diploma, Human Services or Administration Certificate or willing to obtain
- Experience working with an organization in an administration capacity
- Must maintain confidentiality and exercise discretion
- Must be able to work under pressure and meet strict deadlines
- Must have strong organizational skills
- Experience working in a CFS field is an asset ie: child & youth worker, outreach specialist, social worker liaison
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- Recent Criminal Record Check

SKILLS AND ABILITIES:

- Knowledge of MS office – Word, PowerPoint, Outlook, Excel
- Knowledge of google and google suite
- Excellent interpersonal and collaboration skills
- Excellent verbal and written communication skills, listening skills
- Physical ability to carry out the duties of the position
- Demonstrated skills in time management and ability to multi-task
- Take initiative and be able to work with minimal supervision

Salary:

- \$48-60,000 based on experience

Requirements:

- Clear criminal record check and prior intervention check

Application Process:

- Please forward your resume along with two professional references to:
Cerelina Willie, Health Director
health_director@wuikinuxv.net
(250) 230 4621

Application Deadline: 4:30 pm on February 14th, 2024