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**Coordinator Job Posting**

**Position Title: Coordinator**

**Location: Brentwood Bay, BC**

**Duration: Full Time**

**Salary Range: based on experience**

**Society's Background:**

Saanich First Nations Adult Care Society (SFNACS) provides home support and home care nursing services to the local First Nations Communities; Tsartlip, Pauquachin, Tsawout and Tseycum First Nations. We provide health care services to those who need acute, chronic or rehabilitative home health care services. The SFNACS has been in operation since 1995. Although, this position expects high quality expertise, please be aware we are a not-for-profit society.

**Position Summary:**

The Coordinator supervises five home support workers, one Registered Nurse, Licenced Practical Nurse, Elders Coordinator, Acupuncturist, the Bookkeeper and Receptionist. The Coordinator writes the home support workers weekly schedules. He/she will monitor monthly budgets and financials on the day to day, monthly, yearly operations for the office. The Coordinator is directly responsible and accountable to twelve Board of Directors (BOD) members and an Executive Team. The Coordinator serves as a liaison between the Societies BOD and First Nations communities and staff. Also, serves as the liaison between Island Health Authority, First Nations Health Authority, First Nations Councils, and other Health Agencies such as BC Cancer Agency, Provincial and Federal Health Governments. We highly respect the traditional values and cultural beliefs of the WSA NEC Communities through cross cultural practices between traditional and customs but also, considering in scientific practices from Professionals in the Health care fields.

**Primary Responsibilities:**

The Coordinator performs some or all of the following;

1. Under direction of the BOD, plan and coordinate programs related to the outcome and success of the day to day operations, including long-term priorities. Participate with the BOD in a continued vision and strategic plan to guide the society into the future years.
2. Strong verbal and written communication skills.
3. Work effective and concisely with the Book Keeper and prepare financial management monthly and yearly statements. Financial management experience.
4. Strong ability to effectively supervise, communicate and problem solve in as a team player but, also show initiative and work independently.
5. Collaborate with Provincial and Federal Governments for funding opportunities and delivery of programs.

6. Proposal writing for community programs, training or education, or advancements for the Coordinator, Staff or BOD.
7. Have a good understanding of cross cultural ways of life for Indigenous peoples' health and practices and customs that co-inside with the Professional scientific practices.
8. Understand ethical behaviour and practices, and ensure that your behaviour aligns with the Values and Culture of the local Coast Salish peoples' of WESANC (Saanich).
9. Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance SFNACS effectiveness and efficiency.
10. Assess situations to determine the importance, urgency and risks, and make clear concise decisions in a timely manner and in the best interests of staff and clients.
11. Human Resource management and maintain confidentiality for all clients and staff files.
12. Foster effective team work between the BOD, the Coordinator and staff.
13. Write daily/monthly Home Support Workers schedules.
14. To be the Spokesperson for the Society and conduct official correspondence on behalf of the BOD.
15. Computer literate in Microsoft word or Office, Outlook, Excel, etc.
16. To work effectively with the local Saanich Peninsula Hospital First Nations Liaison Nurse on Cultural practices for clients.
17. Collect and maintain statistics for services provided to clients.

**Qualifications:**

- 5 or more years of Management experience
- Financial management experience.
- Background in the health care field and Health Care Field of Administration
- Proof of training/experience/certification in Health Care Programs or Administrations

**Application Deadline: February 23, 2018, 12 noon**

Start Date: March 6, 2018

Application Process: **Please call or email for a detailed Job Description.** We require a Criminal Record check to be completed. We require a Cover letter and Resume submitted to the Board of Directors no later than the deadline listed. The Board of Directors request employment and personal references included with resume for prior follow-up to the interview. The interview process will be done by a panel by the Board of Directors and others. Only those who fit the criteria will be contacted by telephone.

Send resumes to [sfnacs@shaw.ca](mailto:sfnacs@shaw.ca) or mail to Edith Pelkey, Board of Director, Saanich First Nations Adult Care Society PO Box 20016, Sidney, BC V8L 5C9 or drop off at 77A Tsartlip Drive, Brentwood Bay BC or fax to 1-250-544-1628. For all other inquiries please call Audrey Sampson at 250-544-1627.

**Pursuant to Section 41 of the BC Human Rights Code, preference will be given to qualified applicants of Aboriginal ancestry.**