

# Internal/External Permanent Posting

## My Sister's Place -Healthy Families Program Coordinator 1

<b>Position Title:</b> My Sister's Place Healthy Families Program Coordinator 1 (New)	<b>Agency:</b> Prince George & District Elizabeth Fry Society
<b>Department:</b> My Sister's Place - Nancy Shorter, Manager	<b>Employee Group:</b> BCGEU- this position requires union membership
<b>Current Location:</b> 2855 14 <sup>th</sup> Ave. and 2811 – 14 <sup>th</sup> Ave. My Sister's Place -Prince George, BC	<b>Salary Range Steps:</b> Grid Level: 12, (BCGEU Collective Agreement)
<b>Current Hours per week:</b> 35 hours	<b>Position Status:</b> Permanent Full Time, with benefits
<b>Current Shift Schedule:</b> Varied Shifts: Tuesday - Saturday 7 hours per day between the hours of 10:00 am and 8:00 pm with a 30 minute meal break (TBD). Some flexible days and evenings as scheduled in advance, are required.	<b>Anticipated Start Date:</b> Immediately -ASAP

### NATURE OF POSITION:

The Prince George & District Elizabeth Fry Society is accepting applications for a full time, Healthy Families Coordinator (PC1) at My Sister's Place (MSP). This position has the primary focus of providing support and programming for families with children/youth aged 0-18 years. The Healthy Families Coordinator will practice from a harm reduction, family centred, model to identify, support and connect families to a variety of services throughout community. The role also includes providing families with non-child care, early learning opportunities. The Healthy Families Coordinator will work with the Amber House and Second Stage families, and will also engage with the Long Term Housing Families as needed. A feminist, strength focused perspective and practice is required in order to support the health, development and positive family functioning outcomes for families at My Sister's Place. The capacity to work independently with complex issues and be a self-starter is required for this position.

### REQUIRED EDUCATION, TRAINING AND EXPERIENCE

- Diploma in Child and Youth or relevant human service education
- Early Childhood Education license an asset
- Two years recent related experience working directly and specifically with children youth and families.
- 2 years direct experience working with women experiencing poverty, homelessness and violence/abuse.
- Or an equivalent combination of education, training and experience.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge about the dynamics of abuse, and the impacts of violence on the parent child relationship
- Strong skillset to provide individual and group support to families with children/youth 0 to 18 years of age, as well as educational workshops for mothers
- Strong ability to maintain confidentiality and demonstrate a high degree of professional boundaries.
- Ability to work as a member of a team and be collaborative and self-motivated
- Ability to complete statistical reports and maintain up-to-date client files
- Ability to support women in their roles as parents while in crisis
- Good conflict resolution skills, along with problem solving and decision making skills
- Knowledge of / commitment to Harm Reduction model of alcohol and drug treatment
- Ability to articulate a feminist analysis of violence against women
- A strong background in early childhood development, along with youth and adolescent knowledge
- Good knowledge of other community services and resources and ability to provide appropriate referrals.
- Knowledge and experience working with individuals facing multiple barriers
- Ability to work with diverse clientele and provide non-judgemental support
- Flexibility

- Must have a well-developed analysis of the impact of colonization and assimilation and the resulting impact on Indigenous women and girls
- Solid knowledge around the effects of trauma and systemic pressures that marginalize at risk families
- Ability to develop community relationships and liaise with community service agencies.
- Proficient and organized record keeping skills
- Excellent written and oral communication skills, including group facilitation and public speaking
- Strong computer skills; Word, Excel, Power Point, Email, E-Reporting with BCEID

**ADDITIONAL REQUISITES**

- A valid/current Standard First Aid certificate is required.
- Valid Class 5 Driver’s license and clear driver’s abstract
- Current WHIMIS
- Current Food Safe certification
- Current Naloxone Training
- Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening and Police Criminal Reference Check.

- **Full Job Description is available, contact [mandy@pgefry.bc.ca](mailto:mandy@pgefry.bc.ca)**

**To put forward your interest, send an email to [nancy@pgefry.bc.ca](mailto:nancy@pgefry.bc.ca) with your resume and cover letter.** Please specify the position title in subject line and ensure your cover letter clearly states:

- 1. Your experience working with mothers, children and youth who have been impacted by violence**
- 2. Why you would be a good fit as the Healthy Families Coordinator at My Sister’s Place.**

<p><b>Reply to:</b> Nancy Shorter, Program Manager <b>Email:</b> <a href="mailto:nancy@pgefry.bc.ca">nancy@pgefry.bc.ca</a> <b>Or mail to/drop off at:</b> 1575 5<sup>th</sup> Ave. Prince George, BC V2L3L9</p>	<p><b>Date Posted:</b> June 20, 2022</p> <hr/> <p><b>Closing Date:</b> June 27, 2022 <b>Closing Time:</b> 3:00 PM</p>
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*Each applicant is responsible for ensuring that the Society receives their application by the indicated time on the closing date. Any application received past this time will be considered late. Candidacy of late applicants will be considered in conjunction with external applications or with any applicable provisions of the collective agreement.*

We thank all candidates in advance for their interest. We regret that only those selected for an interview will be contacted.