



# Family Resource Coordinator

## Full-Time

Campbell River Region  
Campbell River

Monday May 11, 2026

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\$41 - \$60/ hour (\$40.03 To \$50.59 )

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**Company:** John Howard Society of North Island

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**Website:** <https://www.jhsni.bc.ca/employment/>

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**Industry:** Social Services

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**Remote/Camp Based Job:** No

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**How to apply:**

Please apply directly at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=0e218713-3183-41b2-95a0-91b2b08fcb90&cclid=19000101\\_000003&jobId=568430&jwId=SYS:JW:001&lang=en\\_CA](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=0e218713-3183-41b2-95a0-91b2b08fcb90&cclid=19000101_000003&jobId=568430&jwId=SYS:JW:001&lang=en_CA)

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**Attachment:** [John Howard Society - Family Resource Coordinator.pdf](#)

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**Expiry Date:**

Monday, May 25, 2026

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**Details:**

Job Title: Family Resource Coordinator Work site: Courtenay/Campbell River  
Program: Oasis, Headstart, 180 Degrees JJEP Benchmark: Family Counsellor Grid  
Level: Grid 14, Paraprofessional Reports To: Program Manager Summary Provides  
primary supervisory and support services to families who provide residential  
services to youth. Essential Duties and Responsibilities To perform this job  
successfully, an individual must be able to perform each essential duty  
satisfactorily. Other duties may be assigned. • Howard programs, including Full  
Time Attendance programs and Alcohol and Drug programs. • Trains and  
supervises family home resources. • Prepares S.A.F.E. home studies for new  
carehomes. • Provides primary support, information, and practical assistance  
through on-going consultation and in-home meetings. • Provides assessment in  
developing a goal-focused case management plan based on the families' strengths  
and concerns. • Provides assistance and education in parenting skills,  
communication skills, anger management, conflict resolution, problem solving,  
attachment disorders, trauma, and transitions. • Liaises with caregivers to ensure  
monthly invoices are prepared. • Books and arranges respite placements for  
youth. • Participates fully as a member of the case management team for each

youth placed with families. • Participates fully as a member and resource to advisory and screening committee. • Provides youth and families, as required, opportunities to access community resources which will enable and encourage the youth to develop necessary education, personal, social and vocational skills. • Responds to caregiver-initiated contact when problems or crises arise. • Provides liaison with probation officers, social workers, and family members involved with the youth. • Represents the agency in the community when required, and maintains healthy relationship with other helping organizations and the community at large. • Completes reports and attends meetings as required by the agency and the Ministry for Children and Family Development. This position includes a comprehensive 100% employer-paid benefit package, enrolment in our defined benefit pension plan (Municipal Pension Plan), and three weeks of paid vacation. Applicants must be authorized to work in Canada and at our organization on an ongoing basis. The John Howard Society of North Island welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets. The John Howard Society of North Island is an employment equity employer. Two completed, acceptable criminal record checks are required. One from the Criminal Records Review Program through the Ministry of Public Safety and Solicitor General and one from the Canadian Criminal Record Search of the RCMP National Repository of Criminal Records, the Canadian Police Information Centre, and the Police Information Portal. This position requires union membership with Health Sciences Association. All union JJEP/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

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### **Qualifications & Experience:**

Qualifications The requirements listed below detail the knowledge, skill and/or ability required to perform the essential duties of the job. Education and Experience Post-Secondary degree in a related human/social services field and specialized training in MCFD home study preparation, and a minimum of two (2) year's recent related experience which should include: • Knowledge and experience working with foster parents and or family care home providers. • Experience working in group situations an asset. • Knowledge and experience in maintaining confidentiality, appropriate boundaries, and other basic counselling

ethics. • Demonstrated ability to work constructively and co-operatively in a team setting. • Good communication and interpersonal skills. • Knowledge and experience with case recording practices/log book. • Excellent knowledge of community resources. • Demonstrated ability to plan and implement recruitment campaigns, including knowledge and experience of marketing strategies. • Assertiveness and confidence in public settings. • The Family Resource Coordinator must have a valid driver's licence and safe, reliable transportation, and must obtain appropriate insurance as per Society policy. • Considerable travelling throughout the region is required. Other Skills and Abilities Coordinator must: • Demonstrate a level of cultural sensitivity and understanding of the client population's cultural and socio-economic characteristics. • Have the ability to form a mutually respectful partnership with persons served and their families in which they are helped to gain skills and confidence to address any issues and problems they face. • Have the ability to accept the differences they will find among their clients. • Accept clients' rights to self-determination and individuality, and must not discriminate on the basis of Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, socio-economic status, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age. Have a positive conviction about the capacity of people to grow and change. Have the ability to work respectfully in partnership with other team members, including referring authorities. • Recognize the value of a nurturing family as the ideal environment for a person. Have the ability to recognize persons with special needs and make appropriate referrals. • Have the ability to set limits and maintain the helping role for the practitioner, and to intervene appropriately to meet the needs of the persons served or other family members. • Have basic computer and Internet skills. Other Job Requirements • The Family Resource Coordinator must be able to function independently. • The Family Resource Coordinator may be required to be on-call at specified times and carry a pager or cellular phone. Weekend work and flexible hours may be required. • The Family Resource Coordinator will follow the Code of Ethics and the Mission Statement of The John Howard Society of North Island. The Family Resource Coordinator will also abide by the relevant rules and regulations as set out by John Howard and the Ministry for Children and Family Development.

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