



# Women's Safe House Coordinator Part-Time

Port Hardy and North Island  
Port Hardy

Wednesday June 3, 2026

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\$26 - \$30/ hour (28.50/hr)

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**Company:** North Island Crisis & Counselling Centre

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**Website:** <https://www.nicccs.org/>

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**Industry:** Social Services

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**Remote/Camp Based Job:** No

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**How to apply:**

Applications with resume to: Nicki Ranger, Executive Director North Island Crisis & Counselling Centre 7095 Beverley Parnham Way, Port Hardy BC nickir@nicccs.org (250) 949-8333

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**Expiry Date:**

Wednesday, June 17, 2026

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**Details:**

The successful applicants must be reliable and flexible and be available to work varying hours when the Safe House has clients and when crisis phone coverage is required. Reporting to the Counselling Program Coordinator, the Women's Safe House Coordinator has the general responsibility to ensure the overall daily operation of the Safe House. The Safe House Coordinator also supervises, supports, trains and schedules the team of on-call support work staff working within the Safe House program. The Coordinator will ensure the safe operation of the worksite, oversees policies, practices and manages the intake, safety planning and discharge of women and their children in the program. The Coordinator will be expected to also participate in community education, outreach and activities focused on gender-based violence. Terms of Employment 25 hours/week. Ability to increase hours as needed to ensure smooth operations of program. Drivers License, reliable vehicle, willingness to transport clients. Clean criminal record check is a requirement of this position. This position qualifies for our comprehensive benefit plan following the successful completion of a 3 month probation period. \$28.50/hour

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**Qualifications & Experience:**

Preferred Qualifications • Experience working with women and children who may be experiencing crisis and/or gender based violence. • Diploma or Degree in a

related field; combination of education & experience will be considered • Must be flexible, reliable and able to manage a diverse team of support staff.

Skills/Abilities/Knowledge □ Strong knowledge of the issues relating to family and gender based violence in rural and remote areas. □ Strong knowledge of culturally safe practice for women who are Indigenous, immigrants or from a racially diverse background. □ Excellent and professional communication skills, both verbally and in writing. □ Good organization, time and general management skills. □ Ability to supervise, support, train and schedule on-call Support Workers. □ Knowledge of mental health and medical systems, tenant rights, justice system, MCFD policies, related provincial and community supports □ Outstanding team work skills and desire to work collaboratively with NICCCS teams, stakeholders and community partners. □ Demonstrates the ability to be compassionate, caring, and non judgmental within a trauma informed care model. □ Ability to respond calmly when people are in a crisis.

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