



**Position:** Manager - Q̓walayu House  
**Reports to:** Director Family Programs and Impact  
**Location:** Working in person at Q̓walayu House in Campbell River  
**Term:** Full-Time, permanent position  
**Hours of work:** Monday to Friday, 37.5 hours/week with occasional evening work

**About us:**

Children's Health Foundation of Vancouver Island (CHFVI) is dedicated to ensuring all Island kids have access to the health care they need. We believe every child deserves the same opportunity in life, regardless of physical ability or health challenges. For 96 years the Foundation has funded community health programs, facilities, and initiatives to support every Island family in finding care for their children. We are a passionate team with an experienced board of directors committed to transforming the lives of children and youth with physical and mental health challenges.

**Who we're looking for:**

The Manager for Q̓walayu House is responsible for ensuring that Q̓walayu House is an inclusive and welcoming home for families who have children receiving health care in Campbell River. This position ensures the safe and efficient operations of Q̓walayu House which, in addition to the day-to-day operations, includes overseeing the grounds and house maintenance and managing small projects. The Manager serves as the public face of Children's Health Foundation (CHF) at Q̓walayu House and is expected to model the values and vision of the Children's Health Foundation.

We're looking for someone with a high level of leadership and organizational ability, exceptional interpersonal and communication skills, and dedication to providing exceptional service. You'll thrive in this role if you're a team player with a passion for building relationships and helping others.

**Why join us?**

Are you looking for a career where you can make a difference? The work you do with CHFVI will have a direct and positive impact on children and families on Vancouver Island and surrounding islands. The Foundation believes in providing its employees with a respectful and inspiring workplace, and offers competitive salaries, comprehensive extended health and dental benefits, and a pension program.

**Required skills & experience**

- Excellent communication skills with a variety of stakeholders (e.g., families, medical community, volunteers, potential donors, community programs, to name a few) with emphasis on communication with the residents
- Organized and self-motivated, respectful and non-judgemental, caring and compassionate with an understanding of boundaries
- Leadership experience for training and managing a small staff team
- Demonstrate cultural competency, humility, and safety with an understanding of truth and reconciliation
- Computer literacy sufficient to operate scheduling software and database in addition to internet and email

- Ability to undertake some physical work that involves light lifting i.e., household level laundry and cleaning
- Ability to multi-task and willingness to undertake any job required in the day to day running of a large household
- Reliable vehicle

### **Qualifications & education**

- At least 10 years of relevant work experience (tourism and hospitality, operations, social services)
- High school graduate and/or some college or university program in social work, child and youth work, or other health-related discipline is desired
- Experienced in working with volunteers
- Level 1 First Aid is an asset
- Knowledge of fund development principles or previous fundraising experience is an asset

### **Working conditions**

- 7.5 hr workday / 37.5 hr work week
- Ability to lift up to 20 lbs and frequent standing and walking
- Evening and weekend work required at times for guest arrivals and other activities
- Valid Class 5 driver's licence and access to a vehicle required to travel to occasional meetings, events, or presentations
- Proof of full COVID 19 vaccination
- Regular status position; permanent, on-going

### **To apply:**

If this position sounds like a great fit for you, please email your *cover letter and resume* to [careers@islandkidsfirst.com](mailto:careers@islandkidsfirst.com) with "Manager – Qwalayu House" in the subject line. The **application deadline is August 10, 2022**. However, the position will remain open until the successful candidate is found. We thank all applicants for their interest, however, only those shortlisted will be contacted. To learn more about Children's Health Foundation of Vancouver Island, please visit us at [www.islandkidsfirst.com](http://www.islandkidsfirst.com).