



Victoria Native Friendship Centre  
Internal/External Employment Opportunity – 1 FTE  
**Rave Drop-in Cultural Coordinator**  
Youth Team



In recognition of the critical importance to this role of a lived understanding of Indigenous communities, history, values and culture, and in keeping with the BC Human Rights Tribunal pursuant to s.42(3) of the Human Rights Code, Indigenous applicants preferred.

Working as part of the Youth Team and reporting directly to the Manager of Youth Programs, the **RAVE Drop-in Coordinator** will work to provide a safe and consistent environment for Indigenous youth to engage and participate in various programs and opportunities.

**DUTIES:** Other duties may be assigned

- Coordinates culturally relevant programs and activities for youth 12 - 19 years of age.
- Establishes a safe and fun environment that is welcoming for youth in a culturally appropriate way.
- Works collaboratively with professionals and identified support systems involved with clients as required
- Carries out risk assessments, safety plans, and crisis management within the Drop-in space as required.
- Connects Elders and knowledge keepers to our Youth and programs.
- Assist with organizing special events for youth such as Gathering or Voices and VNFC's Two Spirit Gathering.
- Engages in meal preparation, cooking and cleaning.
- Maintains all required program supplies and materials for Drop-In.
- Provides positive role modeling and practices from a trauma informed, client-centered and decolonial lens.
- Always represents the VNFC in a respectful manner both within the agency and within community.
- Maintains statistical reporting and narrative program reporting as required.
- Carries a small case load and engages in some outreach services for wait list clients.
- Supports the rebuilding and ongoing success of VNFC's Youth Council

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Experience working in a Youth Drop-In setting
- Able to work with Indigenous Youth from a holistic perspective: physical, emotional, spiritual and intellectual.
- Proven capacity to work in a self-directed manner and to collaborate with others in a team environment.
- Awareness of the stages of healing for Youth with active mental health and addictions concerns.
- Knowledge of local First Nations history and traditions.
- Knowledge of challenges facing Indigenous Youth
- Strong case management skills and knowledge of integrated case management processes.
- Strong written and verbal communication skills with experience as a liaison with community supports
- Training and/or experience in office procedures and systems.
- Proficiency with IBM Computers, MS Office 365; Outlook and SharePoint.
- Physical requirement - The incumbent must spend a major portion of the work hours standing, walking, and/or sitting. The incumbent may be required to do a great deal of stretching, bending and lifting.
- Must provide current vulnerable sector criminal record check (done within max of 6 months).

**EDUCATION and EXPERIENCE:**

The successful candidate will possess a combination of education and experience that satisfy all or most of the following:

- Bachelor's degree or diploma in Social Work, Counselling, and/or two to four years related experience and/or training; or equivalent combination of education and experience.
- Experience working with indigenous communities and/or non-profit organizations.
- First Aid & Food Safe certification preferred
- Reliable transportation and hold valid BC driver's license and clean driving record. (Recent driver's abstract to be submitted)

**WAGE RANGE:** \$19.63 – 20.63 hour (BCGEU301)

**HOURS:** 35 hours/week; schedule set to meet program needs, evening hours will be required.

**COMMENCES:** March 2020 approximately

**Please submit your resume and cover letter attention to:**  
**Ron Rice, Executive Director**  
(by mail / fax / email to [admin@vnfc.ca](mailto:admin@vnfc.ca) or in person)

**No phone calls please, only those selected for interviews will be contacted.**

**Closing Date: Until Filled**

Victoria Native Friendship Centre  
231 Regina Avenue, Victoria BC V8Z1J6  
Telephone: (250) 384-3211 / Fax Number: (250) 384-1586