



Victoria Native Friendship Centre  
**Employment Opportunity**  
**Health Team Programs Coordinator – 1 FET**



Working as part of the Management Team and reporting directly to the Clinical Supervisor, the Health Team Programs Coordinator will assist in efficient operations of daily program and service activities. This position will also provide daily clinical and office supervision, leadership and support to staff within the Health Team, and will ensure that the work of the Team is well integrated and managed to the benefit of the client/community member served.

**DUTIES:** (include the following and not limited to)

- Case Management: Problem solving, assigning of caseloads, case planning, direction, de-brief and analysis of situations
- Ensures adequate staffing to meet the needs of each program and provides supervision to all Health Team staff
- Facilitates team building
- Participates in collaboration and coordination among internal and external service providers to promote improved partnerships to the benefit of the community
- Budget management in cooperation with Administration staff (i.e. review of cheque requisition submissions from team staff and participation in annual budget projections)
- Participates in the proposal writing/development to maintain and develop programs/services offered through the Health Team
- One on one counseling for substance use issues and ongoing support in all stages of change
- Maintains accurate case files and case management plans, file recording and monthly reporting systems with a caseload of approximately 10
- Utilizes traditional Aboriginal helping and healing practices where appropriate
- Makes appropriate referrals to treatment centers and services and provides follow-up support
- Participates in case consultations and other consultations with co-workers and colleagues
- Participates in professional training, staff development, staff, Program and Management meetings; management committees such as OSH or supporting board committees or management planning committees for big events; as required
- Connects and collaborates with appropriate referral sources
- Develops and carries out appropriate service plan from a client centered approach
- Monitors progress of clients counseling and makes changes to service plan when needed
- Works collaboratively with professionals and identified support systems involved with clients
- Provide relevant information about substance use issues

**KNOWLEDGE, SKILLS AND QUALIFICATIONS:**

- Bachelor's degree from a four-year college or university in Social Work, Counselling, or Addictions Worker; and/or two to four years related experience and/or training; or equivalent combination of education and experience.
- Relevant experience working with Aboriginal communities and/or non-profit organizations.
- Experience working with Aboriginal Community and awareness of First Nations culture and issues affecting First Nations Community
- Familiar with program planning, development and evaluation
- Awareness of the dynamics of active and ongoing addiction, sexual abuse, family violence (incl. child abuse & neglect), grief, suicide, depression, healing and recovery
- A sound knowledge of the local Aboriginal and mainstream community and services/resources
- Proven capacity to work effectively with volatile individuals living with mental health and addiction issues
- Ability to work independently and be part of an integrated community team and in partnership with a variety of agencies
- Excellent interpersonal communication skills, both written and oral
- Ability to multi-task while remaining composed and maintaining a professional attitude in high stress and potentially volatile situations
- Demonstrated success in interventions, crises and outcomes
- Awareness in the value of harm reduction practices
- Knowledge of ethics and boundaries
- Proficiency in Microsoft Office 365 including Word, Excel, and Outlook a requirement
- Ability to read and write various correspondences such as but not limited to letters, memos, etc.; comprehend simple instructions and interpret various documents
- Due to physical requirements of the work, the incumbent must spend a major portion of the work day standing, walking, and/or sitting as well as possible bending and stretching
- Must provide a current (within 6 mos.) Attorney General Vulnerable Sector Criminal Record Check (form can be located at <http://www.pssg.gov.bc.ca/criminal-records-review/>).

**HOURS:** Monday to Friday (35 hours/week)  
**SALARY:** \$30.00/hour; extended benefits plan (shared cost)  
**COMMENCES:** April 2019

**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: April 18, 2019 at 4:30 pm**

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Victoria Native Friendship Centre  
231 Regina Avenue, Victoria BC V8Z 1J6  
Telephone: (250) 384-3211 / Fax Number: (250) 384-1586