



Fraser Region Aboriginal Friendship Centre Association

A101 – 10095 Whalley Boulevard, Surrey, BC V3T 4G1

Tel: 604-595-1170 Fax: 604-595-1176

www.frafca.org

Position Title:	Program Coordinator 1- All Nations Youth Safe House (ANYSH)
Reports to:	Program Manager 2- Youth
Classification:	Permanent Full time FTE (40 hours/week)
Benefits:	Following 3-month probation and with satisfactory review
Location:	Surrey
Schedule:	Flexibility required, may entail day/ /evening/overnight work hours
Rate:	Compensation dependent upon experience

The Fraser Region Aboriginal Friendship Center Association is a non-profit organization that provides a diverse range of culturally safe and supportive services to Aboriginal people in Surrey and the Fraser Valley including Indigenous and non-Indigenous youth in care and youth at risk. The Friendship Center works from a decolonizing perspective, and as such, works to strengthen family bonds, between generations and within the family; strengthen identity and understanding about interpersonal impacts of colonialism; fostering positive self-identity, personal agency, and safety.

POSITION SUMMARY

The Program Coordinator is responsible for administering the All Nations Youth Safe House program in compliance with the Ministry of Children and Family Development (MCFD) contract, FRAFCA policies and procedures, ANYSH policies and procedures, the Community Care and Assisted Living Act, Residential Care Regulation and the Standards for Safe Houses in British Columbia. The Program Coordinator ensures that the home is youth focused, and that all the standards regarding care of youth while in ANYSH are maintained. This includes providing a safe therapeutic daily living environment for the residents of the safe house; Provide positive role modeling that is culturally open and accessible to all youth; and making referrals to appropriate community resources. The Program Coordinator performs his/her duties in alignment with FRAFCA's vision, mission and values.

PRIMARY DUTIES AND RESPONSIBILITIES

- Plans, implements, and oversees the day-to-day activities of the ANYSH program, ensuring necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards and licensing requirements are met.
 - Provide a caring and positive environment for youth.
 - Assist in the preparation of work schedules to ensure proper staffing levels are maintained.
 - Coordinate safety and sanitation procedures, including the overall care and maintenance of the safe house area and equipment, first aid and emergency medical procedures, particularly bed bug protocol.
 - Support clients by conducting regular youth reviews, facilitating referrals to community programs and services.
 - Work cooperatively with each safe house team member and assist the staff team in the development and review of program components.
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- Participates in program development, policies and procedure formulation, program evaluation and budget preparation, and make recommendations to the Program Manager.
 - Adhere to the Safe House policy and procedures manual for clients and staff, FRAFCA policies and procedures and ensure COA/CARF standards and Fraser Health Licensing Standards are met.
 - Maintain administrative and statistical records regarding clients and produce reports as required.
 - Provide shift coverage on an emergency basis.
 - Act as a representative of ANYSH for the OHS Committee, liaise with the members, attend monthly meetings and manage monthly documentation.
 - Performs other related duties as required

QUALIFICATIONS

Education and Experience:

- Child and Youth Care Diploma plus a minimum of 6 months supervisory experience, or an equivalent combination of education and related experience (ie. certifications; years of experience in a youth-related field; supervisory experience; valid certifications as outlined below).
- Valid driver's license.
- Valid First Aid, Food Safe, or non-violent crisis intervention certificates an asset.
- Experience working in the non-profit sector an asset.
- Criminal Record Check and review is a requirement of all employees of FRAFCA.
- Demonstrated work experience with at-risk youth from various cultural backgrounds.

Key Skills and Abilities:

- Demonstrated cultural competency and understanding of First Nations and other diverse cultures, traditions, and knowledge of socio-economic barriers, family dynamics, youth identity development, and the rights of youth in care.
 - Experience working with adolescence and youth.
 - Ability to work effectively in a team environment.
 - Excellent interpersonal communication skills.
 - Excellent conflict management skills.
 - Analytical and observational skills.
 - Basic computer skills (including Microsoft Office).
 - Ability to multi-task and work with the demands of a diverse team environment and cross-cultural setting.
 - Demonstrated ability to work well under pressure and ambiguity.
 - Strong organizational skills.
 - Ability to delegate tasks and provide an encouraging environment.
 - Strong critical thinking and problem-solving skills.
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CLOSING DATE: Applications will be accepted on a rolling basis. Open until suitable candidate is found.

APPLICATION PROCEDURE: Please send RESUME; and COVER LETTER by fax, mail, hand delivery or email marked attention, Annette Christopher at:

Email: [hiring@fafca.org](mailto: hiring@fafca.org)

Fax: 604.595.1176

SNAIL Mail: 10095 Whalley Boulevard, Surrey, BC | V3T4G1

Identify the position code (ANYSH) in the header of your email; fax, and COVER LETTER.
We thank all that apply, but only those selected for interview will be contacted.

Applications will be accepted on a rolling basis. Position open until filled.

*******Pursuant to S. 41 of the BC Human Rights code, preference may be given to Aboriginal Applicants.***
