



Ki-Low-Na Friendship Society

442 Leon Avenue | Kelowna, BC V1Y 6J3
Tel: (250) 763-4905 Fax: (250) 861-5514
www.kfs.bc.ca

Job Posting: Tupa's Lodge Program Coordinator
Hours: 35 hours per week, full-time
Wage: Depending on experience
Posted: March 16, 2021
Closing: Open until filled

Nature of Position: The Ki-Low-Na Friendship Society (KFS) is seeking a program coordinator for Tupa's Lodge, a short-term women's shelter focused on supporting Indigenous women throughout and after their pregnancy. The program coordinator will be responsible for the logistics of the housing unit. They will also be in charge of overseeing each participant's wellness plan.

Duties:

- Tupa's Lodge staffing and staff scheduling.
- Ensure the smooth operation of the program and well-being of residents.
- Arrange necessary maintenance of building.
- Providing reports, as required, to funders, donors, senior KFS staff, and KFS Board of Directors.
- Coordinating meetings and scheduling.
- Coordinate resident move-ins and move-outs.
- Able to implement disciplinary action to residents, when needed, for such issues as curfew infractions, zero-tolerance infractions, etc.
- Implement policies and procedures related to the operation of Tupa's Lodge.
- Ensuring all staff has the appropriate training.
- Coordinate budgets for programs.
- Work with the Trauma therapist and wellness coordinator to ensure residents needs are met.
- As needed, coordinate client meetings or appointments with other KFS programs or outside service providers.
- Develop and maintain relationships with relevant community service providers and government agencies.
- Act as an emergency contact for Tupa's Lodge workers in case of emergencies.
- May occasionally travel to attend relevant conferences and meetings.
- Other duties as assigned.

Qualifications:

- MSW, BSW, BBA, or MBA with a minimum of 3+ years of related experience.

- Experience working in/with Indigenous communities and families.
- Must be prepared for a flexible work schedule, including evenings, weekends, and holidays.
- Must have an empathy for, and understanding of, the barriers and challenges facing Indigenous women, particularly new mothers.
- Must be able to maintain a professional demeanor and healthy boundaries.

Requirements:

- Minimum Class 5 driver's license and access to a reliable vehicle.
- Infant first-aid training is an asset.
- Non-violent Crisis Intervention training is an asset.
- Must consent to a criminal record check.
- Mental Health First Aid training is an asset.

Reporting Relationships: This position reports to the Executive Director, and will supervise Tupa's Lodge Support Workers. Will work closely with the Trauma Counsellor, Strategic Planning Coordinator, Family Team Leader, Mental Health Worker, and other members of the KFS Family Team; will also coordinate with other KFS staff as needed; will work with other community service providers and government agencies; and program funders.

Send Resumé (cover letter required) to:

Mail: Ki-Low-Na Friendship Society
Att'n: Edna Terbasket
442 Leon Ave
Kelowna, BC V1Y 6J3

Email: executivedirector@kfs.bc.ca (indicate "Tupa's Lodge Coordinator" in subject line)

Fax: (250) 861-5514

We thank all applicants for their interest; however, only individuals selected for interviews will be contacted.