



Residential Coordinator - EXTERNAL
Wage Grid Level Grid 14 (\$33.77- \$38.77, Step 1-4)
22.5HRS/WEEK

Date: July 16, 2025

The Robson Valley Community Services (RVCS) has a permanent part-time position for a Residential Coordinator in the Valemount office. The anticipated start date is July 30, 2025 or sooner. This position requires membership to the UFCW union and is open to all genders. Scheduled hours are Monday to Wednesday from 8:00am-4:00pm for 22.5 hrs/week. This position is dependent on stakeholder funding and is subject to contract agreement renewal/provisions.

If you are concerned that you may not meet one of the requirements of this posting, but are still interested in applying, we encourage you to reach out.

How to apply: Please submit your resume by email, in confidence, to Heather Funk at heather@rvcsbc.org and cc ed@rvcsbc.org. Posting is open until filled.

Job Summary

The Residential Coordinator will report to the Housing Manager and work alongside the other Residential Coordinator. Assist in the day to day operations of the Safe Home, Second Stage Housing, and Long Term Affordable Housing programs. Assists program clients to live successfully in the housing. Ensures that program clients' physical, emotional, social, and educational needs are met. Assists program clients to enhance quality of life with activities of daily living and the development of life skills. Provides relief and after hours coverage to the Safe Home and Residential Coordinators. May oversee the operation of the Safe Home, Second Stage Housing, and Long Term Affordable Housing programs in the absence of the Housing Manager.

Main Responsibilities:

- Screens prospective residents for suitability prior to admission. Conducts intake interviews. Orients and assists residents to settle in their units.
- Assesses clients' immediate needs and assists them to define and implement an action plan.
- Participates in the assessment, goal setting and program planning for individuals living in the second stage housing.
- Documents, implements and provides input into the evaluation of the programs.
- Provides daily support for safe home units as required.
- Identify, develop or revise systems, procedures, protocols and forms to meet program needs, and for staff to meet their job responsibilities, with the advice and consent of the Manager.
- Participates in various client-focused groups in accordance with the clients' goals and objectives.
- Recognizes, analyzes and deals with potential emergencies such as clients' aggressive behaviour to ensure no harm comes to the client and/or the public. Reports problems to the manager.
- Assists with case management by identifying potential problems and reporting difficulties. Provides



input to STV programs as appropriate to assist residents to achieve their objectives.

- Provides emotional support and feedback to residents and their children.
- Transports and assists residents to appointments, shopping or court activities.
- Performs Suite turnover cleaning day of moveout to facilitate any return of damage deposit as quickly as possible
- Maintains current knowledge of issues and resources related to abuse and violence. Provides presentations and public awareness activities about services and issues.
- Maintains reports such as statistics, logbooks, and reports.
- Identifies social, economic, recreational and educational services in the community that will meet clients' needs. Maintains liaison with other RVCS staff, agencies, professionals, government officials and the community.
- Works as a safe home worker providing after hours on call coverage and performing the duties as required.
- Oversees the Residential Support Worker, including providing mentorship, and training, as well as delegating tasks or covering any tasks delegated to them on their days off.
- Performs other related duties as required.

Qualifications

Education and Knowledge

- Diploma in a related human/social service field.
- First Aid Certification or ability to achieve and maintain First Aid Certification.

Training and Experience

- Current Criminal Record Search and ability to maintain a clean CRC.
- Two (2) years of recent related experience, including one (1) year of experience working with clients living in a residential facility or supportive housing.
- Significant understanding of complex planning, including Safety Planning and Risk Management.
- Current Class 5 driver's license or ability to obtain a class 5 driver's license.
- Must be able to work independently or as part of a team.