



Job description:

Join our Team as a Full-Time Program Coordinator at Axis Family Resources Ltd. in Port Alberni, BC!

Position: Full-Time Program Coordinator

Location: Port Alberni, BC

Hours: 40 hours/week, including participation in on-call rotation

Salary: \$71,000 per year

Summary:

We are seeking a passionate and dynamic Program Coordinator to lead our Specialized Supportive Housing and Community Living Services programs. This is the opportunity to meaningfully impact the lives of our Persons Served while overseeing program operations and ensuring excellence in the service delivery.

In this role, you will be responsible for empowering teams through trauma-informed Leadership, including training, scheduling, and participation in recruitment. You will support crisis situations, maintain strong relationships with Persons Served, their families, and community partners, and play a key role in fostering a positive, collaborative work environment. If you are adaptable, thrive in fast-paced settings, and are committed to professionalism and excellence, we want to hear from you!

About Axis Family Resources Ltd.:

Axis Family Resources Ltd. is a leading British Columbia-based social services organization using a trauma-informed lens. As we are actively committed to enhancing safety in the workplace and providing excellent service, we have maintained our CARF accreditation since 2003 and COR certification since 2023. Axis encourages promotion from within and invests in our people through ongoing training and career development.

Our mission is to be the leader in the delivery of community based social services while enhancing the lives of the diverse people we serve, our employees, and our partners. Meeting our Mission means recruiting individuals who are passionate about making a difference.

Qualifications & Requirements:

- **Minimum of a Diploma in a related human or social services field**
- **3 years of recent related experience, including 1-year supervisory experience (or an equivalent combination of education, training, and experience)**
- Specific training in behavioral modification, children under 12 years of age with support needs, attachment-based parenting, and relationship-based interventions (trauma-informed practice)
- Effective written and verbal communication
- Clear Criminal Record Check (agency conducted, expenses covered)
- Valid BC driver's license, reliable vehicle, and safe driving record

LOCATIONS THROUGHOUT THE NORTH AND INTERIOR OF BC



Benefits for everyone:

- Level 1 First Aid (including CPR) training and certification provided.
- CPI Non-Violent Crisis Intervention Training provided.
- Extensive in-house training provided, including Complex Trauma practice.
- Exclusive Preferred Vendor Program discounts on internet, cell phone, home insurance, etc.
- Employee referral incentive.
- Wellness initiatives and team day events

Full-time and part-time eligible employees receive the following:

- Up to 3 weeks of paid holidays annually (beginning in the first year)
- Municipal Pension Plan
- Extended health benefits (dental, vision, prescription, etc.)
- Paramedical health benefits (chiropractor, massage, naturopath, etc.)
- Employee Assistance Program (offering short term counselling services, etc.)

Additional Information:

- A moderate level of physical fitness is an asset as direct delivery of program activities may involve standing, walking, exercising with the youth or adult, bending, lifting, etc.
- This position may require flexibility in working outside the typical Monday – Friday office hours.
- Applicants must be legally entitled to work in Canada.

If you have a passion for working with people – we are excited to hear from you!

E-mail Resume to careers@axis.bc.ca

LOCATIONS THROUGHOUT THE NORTH AND INTERIOR OF BC