



**Ronald McDonald
House Charities®**
Saskatchewan

Keeping families close™

Family Service Coordinator, Saskatoon – Full Time (35 hours per week)

Ronald McDonald House Charities – SK (RMHC-SK) is a provincial organization that promotes Family Centered Care, and provides accommodation and supports to families of sick children while they are receiving medical treatment at a local hospital. For more information on our mission and programs, please visit www.rmh.sk.ca.

The Family Service Coordinator reports to the Family Service and Programs Manager and oversees a team of Family Service Associates and casual staff responsible for family safety, comfort and support. The Family Service Coordinator plays an important leadership role in facilitating and supporting Family Centered Care,

Key Responsibilities Include:

- Lead and support Family Service Team (staff and volunteers) to ensure exceptional hospitality at all times.
 - Ensure all guest families are appropriately supported during their stay at RMHC-SK
 - Ensure that guest rooms and common areas are safe, well-appointed and comfortable
 - Support Family Centered Care
 - Oversee all administration related to guest families
 - Oversee development of work plans and resource staff to be successful
 - Conduct regular check-in's and annual reviews
 - Oversee and manage Family Service Team schedule to ensure appropriate staff coverage at all times
- Build and maintain relationships with partners and community liaison's as required
- Uphold our commitment to reconciliation, equity, diversity and inclusion
- Support RMHC-SK Family Programming as necessary

Job Requirements Include:

- Some social work education or experience in a helping profession
- Excellent interpersonal and communication skills:
 - Evidence of being genuine, approachable and ability to develop trust and relationships quickly
 - Can exhibit compassion and care to families who are facing difficult circumstances
 - Comfortable in an environment that embraces reconciliation, equity, diversity and inclusion
- Proven ability to work effectively within a team
- Strong computer skills

- Organizational skills and attention to details
- Able to pass a Police Record Check and Vulnerable Sector Check
- Proof of COVID-19 vaccination required for all RMHC-SK staff

Work Hours: 35 hours/week, varying shifts. This position will include evening, weekend, statutory holiday and on-call work.

Application Process: If interested, please forward your letter of application and resume to Kim Gilbert, Director of Human Resource Development at kgilbert@rmh.sk.ca **no later than 4pm, Tuesday, September 6th.** *Only applicants selected for an interview will be contacted.*

Salary Range: \$48,900 - \$52,500