

Competition #84863**Office of the Representative for Children and Youth****Job Title: Intake and Community Relations Coordinator****Classification: Administrative Officer 18 – Schedule A****Temporary (18 mo.)/Full-time under the *Public Service Act*****Location: Victoria, Vancouver, Prince George, or Kelowna, BC****Salary: \$56,032.51 - \$63,565.27**

The Representative for Children and Youth, an independent officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving system. The Representative's Office provides advocacy support to people dealing with the child and youth service system and advocates directly on behalf of children, youth and young adults, monitors and reviews government services to children and youth and reviews and investigates selected deaths and critical injuries of children and youth who are receiving services.

Job Summary

Reporting to the Manager, Outreach and Engagement Coordination, the Intake and Community Relations Coordinator is responsible for providing intake services for the Representative for Children and Youth through assessing all calls and correspondence received and determining eligibility for advocacy services, providing the public with information and referrals, opening files and assigning work as required. The Intake and Community Relations Coordinator is also responsible for planning and coordinating RCY's outreach initiatives aimed at increasing the awareness and understanding of the role of RCY and assigning work as required.

Please note:

- This position is excluded from union membership
- An eligibility list may be established for similar positions within the same geographic location(s)
- Some travel may be required. In keeping with RCY's support to balancing work, family and other commitments, travel will be planned in advance whenever possible. Due to the current extraordinary circumstances related to COVID-19, travel may be limited or suspended depending on the requirements and guidance of the Provincial Health Officer.
- Most RCY positions, including the Intake and Community Relations Coordinator, are decentralized and staff are attached to hub locations in Victoria, Lower Mainland, Prince George and Kelowna for administrative purposes such as for travel status. Victoria and Prince George have physical RCY office locations.
- RCY is committed to supporting the health and safety of our staff and those we come into physical contact with in the community in the course of our work, who include those most vulnerable to the COVID-19 virus. RCY has introduced a requirement for proof of vaccination against COVID-19. Everyone hired by RCY must agree to fulfil all

vaccination requirements that apply to RCY employees. Accommodation will be considered for those who are unable to take the vaccine for a reason protected by the Human Rights Code.

- Preference may be given to applicants who self-identify as Indigenous and/or candidates with significant demonstrated knowledge and practice in cultural humility and agility. To assist us with screening, please ensure your application clearly indicates that you self-identify as an Indigenous person.
- The successful applicant requires a police record check and is subject to a criminal record review.

TO APPLY:

1. Review the [job profile](#)
2. Submit a cover letter and resume detailing your relevant work experience and how you meet the stated qualifications
3. Include the position title and competition number on the cover letter and in the email subject line
4. Applications must be submitted by email to jobs@rcybc.ca.

Only those applicants who pass the initial screening based on the **education and experience qualifications specified in the job profile** will be considered for the next step in the selection process. Your resume and cover letter must therefore clearly specify how your education and experience meet the required job qualifications. Please be as clear and specific as possible. Ensure your resume includes the month and year(s) for each job in your employment history as well as the job-related responsibilities. **If you do not clearly identify how you meet the education and experience requirements for the position, your application will not be considered.** Please note that the content and/or format of your cover letter and resume may be evaluated as part of the assessment process.

Only those applications submitted to the Office of the Representative for Children and Youth directly by email will be considered. DO NOT apply for this position by submitting your profile on the BC Government Hiring Centre website.

Please note that incomplete applications or late applications will not be evaluated or acknowledged.

Your application must be received by 11:00 p.m., PST on Monday, February 28.

By submitting your application, you certify that all information submitted is true, complete and correct. Any information provided in your application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate you from further consideration for employment or may result in dismissal.

Contact:

Crystal Lynam, Human Resources Advisor

236-478-2796

Crystal.lynam@rcybc.ca