



TSOW-TUN LE LUM SOCIETY

HELPING HOUSE

2850 Miller Road

Duncan, British Columbia V9L 6V6

Telephone: **(250) 390-3123**

Fax: **(250) 390-3119**

Tsow-Tun Le Lum "Helping House" is an Indigenous residential healing centre offering cultural programs with the mandate to administer healing from the intergenerational effects of trauma, substance misuse, and mental health. We invite those who are passionate about making a difference in the lives of others, and have the requested qualifications, to apply for the following full-time position:

Trauma Program Coordinator

Position Summary:

- Responsible for the overall supervision and implementation of all phases of the trauma program including the administrative duties related to these functions.
- Lead group sessions, assessments, create healing plans, facilitate individual and group counselling, referral and follow-up and general supervision.
- Work collaboratively with the trauma program team to deliver excellent client care.
- Work with clients to develop a healing and aftercare plan.
- This position reports to the Program Director.

Additional Responsibilities:

- Facilitate clearings between clients/clients and staff as necessary.
- Be a positive role model for clients and help create a positive and supportive environment.
- Keep current with counselling knowledge and skills for individual and group healing.
- Actively participate in all training, as required.
- On-call evenings and weekends.

Qualifications and Requirements:

- Bachelor's Degree in the Social Sciences/Social or Human Services diploma and related experience.
- Extensive knowledge, skill and experience in working with culturally safe practices to support Indigenous people healing from the impact of historical, intergenerational trauma and racism.
- Strong familiarity with Indigenous culture, communities, and spiritual traditions.
- Comfortable using case management software; ShareVision is an asset.
- Excellent interpersonal, written, and oral communication skills.
- Demonstrated ability to work independently as well as part of a team.
- Ability to work under pressure.
- Excellent time management skills.

Additional Requirements:

- Due to the nature of our work at Tsow-Tun Le Lum, and in alignment with Board Policy; preference is given to applicants who have been abstinent from drugs and alcohol for a minimum of 3 years; and who are willing to serve as a role model and maintain an abstinent lifestyle while working at Tsow-Tun Le Lum.
- Valid BC Driver's License: Class 4 is an asset.
- Valid First Aid certificate or willing to attend First Aid training.
- Current Criminal Record Check (less than 6 months).
- Current TB test results.

Submit a Cover Letter* and Resume to:

***Hiring Committee, Tsow-Tun Le Lum Society
PO Box 308, Station Main, Duncan, BC V9L 3X5***

Or email: oc@tsowtunlelum.org

***Necessary information to include in your COVER LETTER:**

- the **length of time** you've been abstinent from alcohol and drugs, including marijuana and all cannabis products;
- your **Indigenous ancestry**.

In meeting the objectives and philosophies of the Society, preference will be given to qualified individuals of Indigenous ancestry in accordance with Section 42 of the BC Human Rights Code.