



Job Title: Safe Kids & Youth (SKY) Regional Manager

Last Updated: May 2025

Job/Position Summary:

The SKY Regional Manager is responsible for overseeing the development and implementation of the Safe Kids & Youth (SKY) Coordinated Response in the West Kootenay Boundary Region.

The SKY Coordinated Response aims to ensure that children and youth in our region who come forward about their experiences of abuse, violence or neglect receive the best possible response from the range of coordinated services.

Working closely with the Local SKY Coordinators, regional stakeholders, and the Regional SKY Advisory Committee, the SKY Regional Manager leads the planning, organising, and directing of all regional SKY activities.

Category: Permanent, Part Time

Wage Grid: According to CSEA Grid 16

Key Duties & Responsibilities include:

| RESPONSIBILITIES | INDICATORS |
|--|---|
| <ul style="list-style-type: none"> • Directs the committees | <ul style="list-style-type: none"> • Coordinates the governance and steering committee functions of the SKY project. |
| <ul style="list-style-type: none"> • Manages SKY Coordinators | <ul style="list-style-type: none"> • Oversees and supervises SKY Coordinators to support them in implementing their SKY ‘cooperation agreements’ and working with their local multi-disciplinary SKY teams. • Supports the SKY Coordinators in their collecting project information and data, including ensuring that SKY Coordinators have the necessary templates to submit their reports; and that information is submitted on time. • Works with SKY Coordinators to ensure data is being collected while prioritising client needs and applicable privacy laws. |

| RESPONSIBILITIES | INDICATORS |
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| <ul style="list-style-type: none"> Oversees deliveries | <ul style="list-style-type: none"> Monitors service delivery to clients to ensure a high level of consistency, quality of service and suitability of program activities. Works with the External Evaluator and the SKY Coordinators to develop evaluation plan and tools for tracking cases wherever possible. |
| <ul style="list-style-type: none"> Performs HR duties | <ul style="list-style-type: none"> Participates in the hiring, supervision, and performance appraisal of SKY Coordinators. |
| <ul style="list-style-type: none"> Handles financial management | <ul style="list-style-type: none"> Ensures that deliverables are met, and reports are completed and submitted on time to program funders. Oversees the financial management of the SKY project, in consultation with Executive Director and Finance Coordinator, including budget development and purchasing. Applies for additional funding when identified by stakeholders as necessary for additional aspects of SKY, or to continue the project at the end of the current funding term. |
| <ul style="list-style-type: none"> Organises events | <ul style="list-style-type: none"> Organises and facilitates Coordinator meetings, as scheduled 12 meetings per year, and annual Regional Advisory Committee meetings. Identifies regional training needs and organises relevant training as possible within the project budget. In partnership with SKY Coordinators, plans a SKY Regional Gathering annually. |
| <ul style="list-style-type: none"> Reports to the Directors | <ul style="list-style-type: none"> Provides monthly reports to the Executive Director and KBCSC Board of Directors. |
| <ul style="list-style-type: none"> Provides leadership | <ul style="list-style-type: none"> Provides leadership on behalf of the SKY Coordinated Response for the West Kootenay Boundary region and represents SKY and the KBCSC in a positive and professional manner. Leads the direction of SKY initiatives, in accordance with the Best Practices for CYACs as published by the National CAC/CYAC Network, and the Provincial Network of CYACs. Develops goals for SKY as based on feedback from MDT partners and the networks. |

| RESPONSIBILITIES | INDICATORS |
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| <ul style="list-style-type: none"> ● Provides Education | <ul style="list-style-type: none"> ● Communicate effectively about the development of our unique rural model with stakeholders outside of the region, provide leadership to other jurisdictions with similar interests. ● Engage positively and effectively with the media and be an effective spokesperson for SKY. ● Participates in ongoing professional development education about CYAC best practices. |
| <ul style="list-style-type: none"> ● Engages with stakeholders and networks | <ul style="list-style-type: none"> ● Acts as liaison with funders with respect to service delivery and contract obligations. ● Participates in the Provincial Network of CYACs meetings and Steering Committee, providing a voice for SKY and rural and remote communities in BC and participates in the development of best practices for CYACs. ● Represents the SKY Response Model for Kootenay Boundary Region in the National Network of CACs/CYACs, including the subcommittee to develop a membership model. |
| <ul style="list-style-type: none"> ● Collaborates with community and regional stakeholders | <ul style="list-style-type: none"> ● Develop and maintain effective, appropriate relationships with government officials, system and agency partners and other community stakeholders. ● Collaborate with other community organizations to coordinate services and continue to build an effective collaborative response model. ● Engages with stakeholders from all the relevant disciplines across the region who work with children and youth who come forward with experiences of abuse or violence. Strengthen connections and promotes collaboration between the various disciplines and partners. ● Facilitates communication about SKY with stakeholders across the region and maintains positive working relationships with regional stakeholders. |
| <ul style="list-style-type: none"> ● Leads SKY special projects | <ul style="list-style-type: none"> ● Oversees the coordination, evaluation and implementation of SKY related projects as they arise. |
| <ul style="list-style-type: none"> ● Oversees the care and coordination of Accredited Facility Dog (AFD) | <ul style="list-style-type: none"> ● Ensures AFD is being cared for per KBCSC and Lions Foundation policy. ● Ensures AFD is performing duties to support SKY response. |

| RESPONSIBILITIES | INDICATORS |
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| <ul style="list-style-type: none"> ● Other | <ul style="list-style-type: none"> ● Performs other related duties as required. |

Reports to:

The SKY Regional Manager reports to the Executive Director.

Education and Work Experience

- A university degree in a relevant discipline(s), and related professional certificates.
- A minimum of 5 years’ experience and training in project management, community development, relationship building and fund development.
- Experience and training in Collection Impact is also an asset.

Skill Requirements/Core Competencies

- Excellent presentation, public relations, oral, written, and interpersonal communications skills.
- Demonstrated teamwork, leadership, and supervisory skills.
- Demonstrated skills in project and program planning and management.
- Demonstrated ability in participatory and collaborative management style.
- Demonstrated ability in community collaborative work and coordination.
- Knowledge of the issues of child/youth abuse and violence, including their relationship to larger health and social issues.
- Thorough understanding of the Child (and Youth) Advocacy Centre model.
- Demonstrated ability to work with diverse stakeholders, including police, child protection, victim services, crown counsel, schools, health care, and community social service agencies; and to maintain regular outreach / connections with stakeholders in order to keep SKY a strong presence in our region.
- Demonstrated ability to organise and facilitate meetings and events involving multi-agency stakeholders.
- Demonstrated ability to prioritise and problem solve situations and tasks.
- Demonstrated skills in securing funding, including grant/proposal writing.
- Highly organised and fluent in office procedures and systems. Ability to function independently and as a team member, frequently under pressure, while managing multiple concurrent aspects of the project and deadlines including effectively managing multi-agency collaborative groups.

Additional requirements

- Completion of a successful Criminal Reference Check.
- Valid BC's Driver's License and availability of a personal vehicle for work purposes, and ability to travel within the West Kootenay Boundary Region.
- Comfort working with Accredited Facility Dog (AFD)

Working Conditions

- Schedule: Flexible hours within business hours Monday-Friday but must include bi-weekly SKY Coordinator meetings and monthly KBCSC Staff meetings.
- Wages: According to the CSSEA wage grid, Level 16.
- Benefits: According to the guidelines of KBCSC benefits package.
- Teleworking: Employees are required to have a suitable, secure, and safe home office facility.
- Ability to sit for long periods.
- Ability to work in a fast-paced work environment with frequent interruptions and competing priorities.
- Ability to work alongside AFD.
- Some overtime may be required.