



Kootenay Boundary
COMMUNITY SERVICES CO-OPERATIVE

Job Title: SKY South Coordinator

Last Updated: June 28th, 2026

Job/Position Summary:

Reporting to the SKY Regional Manager, the SKY South Coordinator is responsible for the day-to-day coordination and delivery of Safe Kids & Youth (SKY) Coordinated Response, a rural-model Child and Youth Advocacy Centre (CYAC). Working collaboratively with multidisciplinary partners, the Coordinator helps ensure children and youth who have experienced abuse, violence, or neglect receive a coordinated, trauma-informed response in the communities of Salmo, Castlegar and Trail. The Coordinator works closely with the SKY North Coordinator and the Regional Manager to strengthen and enhance the coordinated response across the West Kootenay region. This includes supporting program development, participating in evaluation and continuous quality improvement, and advancing best practices in alignment with The BC Network of Child & Youth Advocacy Centres and Child & Youth Advocacy Centres of Canada. The SKY South Coordinator is employed by the Kootenay Boundary Community Services Co-operative (KBCSC).

Key Duties & Responsibilities include:

RESPONSIBILITIES	INDICATORS
1. MDT Team Coordination	• Develops and maintains relationships with key stakeholders: Police, MCFD, and Victim Services for the purpose of ensuring a strong SKY coordinated response. • Liaises and consults with MDT community partners, stakeholders, and other professionals to coordinate service provision, facilitate referrals to the program and implement service to children and youth victims of crime. • Coordinates multidisciplinary team (MDT) in each community, including participants from all relevant stakeholders such as: Police, MCFD, Victim Services, Child and Youth Counselling, School District, Health Services, Indigenous Supports, and other services as relevant in each community. • Provides coverage for the other SKY Coordinator's communities when needed.
2. Organizes MDT meetings	• Organizes quarterly meetings for each multidisciplinary team (MDT) in each community, including an annual review of local cooperation agreements. Organizes local MDT meetings in each of their SKY communities, preferably in-person, a minimum of four times per year to discuss successes and challenges and share ideas with the other Coordinator(s) and team members. • Organizes MDT meetings once per year to conduct an annual Cooperation Agreement review. • Provides advanced notice to the SKY Regional Manager of upcoming meetings and ensure meeting notes are recorded and submitted to the SKY Regional Manager following each meeting. • Oversees regular case management meetings with the MDT, track action items, and responsibilities to team members.

RESPONSIBILITIES	INDICATORS
3. Provides system navigation information	● Case manages new files with Victim Services to ensure a SKY coordinated response. This will vary from community to community but may include: ensuring victim services ongoing support to family at the interview, communicating with SKY families at first contact, explaining the SKY model, arranging for consent forms to be signed, coordinating the joint interview and ensuring all stakeholders are aware of the interview date. ● Liaises with community service providers and other professionals to coordinate service provision and facilitate referrals to the program. ● When a community is experiencing a victim services vacancy, provides system navigation information and referral service for families interacting with SKY.
4. Manages data	● Ensures statistics and reports are completed and provided to the SKY Regional Manager and participate in data tracking and evaluation surveys as per the provincial data tracking project and/or other initiatives.
5. Promotes awareness of SKY coordinated response	● Promotes awareness of and support for the SKY Coordinated response and its principles by performing duties such as producing promotional material, attending community stakeholder's events, and organizing presentations and giving out SKY information in each community.
6. Collaborates with community partners	● Works collaboratively with community partners by organizing presentations and giving out SKY information in each community. ● Represents the co-operative and the SKY program in external events in collaboration with community service providers.
7. Participates in meetings	● Participates in SKY Coordinator meetings as scheduled. ● Participates in Regional Advisory Committee meetings. ● Participates in monthly KBCSC staff meetings. ● Attends staff meetings of partner agencies (police, MCFD) annually to educate and update MDT members about the SKY Coordinated Response Model.

RESPONSIBILITIES	INDICATORS
8. Reports to the SKY Regional Manager	● Provides regular updates to SKY Regional Manager. ● Provides the SKY Regional Manager statistics and data on a quarterly basis or as requested. ● Participates in evaluation of the SKY Coordinated Response, providing information to the SKY Regional Manager.
9. Manages interview rooms	● Maintains the child-friendly interview rooms in each community, ensuring they are well-equipped, are in good working order, and that the Memorandum of Understanding for each room is reviewed annually.
10. Adheres to budget	● Consults on the development of the budget and follows the budget. ● Makes recommendations for additions and/or cost savings.
11. Participates in different programs and activities, including outreach, professional development, etc.	● Engages in activities that move the SKY model forward as appropriate. ● Participates in a sustainable local and regional coordination structure that includes regular review, feedback and implementation processes, in collaboration with the other Coordinator(s). ● Promotes the provision of culturally sensitive services. ● Participates in planning of regional gatherings and other SKY events. ● Participates in on-going professional development, including but not limited to, child forensic interview training and sharing information throughout the region, including providing feedback to MDTs on new methods and adherence to protocols.
12. Other	● Performs other related duties as required.

Reports to:

The SKY South Coordinator reports to the SKY Regional Manager.

Education and Work Experience

- Bachelor's degree or Canadian equivalent in a related human/social service or administrative field.
- 3 years relevant experience, 2 years program management or administrative experience
- Knowledge of child development, impact of trauma on children and youth, the justice and child welfare systems and relevant legislation an asset.
- Understanding of the Child and Youth Advocacy Centre model is an asset.

Skill Requirements/Core Competencies

- Excellent oral, written and interpersonal communication skills
- High level of critical thinking, professional judgement and problem solving
- Case management skills
- Demonstrated ability to coordinate multi-disciplinary teams and to work effectively with diverse stakeholders, including police, child protection, victim services, crown counsel, schools, health care, community social service agencies.
- Comfortable with public speaking and giving presentations to groups
- Strong cultural competency and socially inclusive practice.
- Strong technology ability, including knowledge of Microsoft Office programs.
- Knowledge of issues around violence against children and intimate partner violence.
- Ability to relationship-build and work closely with community partners.
- High level of tact, diplomacy and professionalism
- Demonstrated ability to organize and chair meetings and facilitate group processes involving multi-agency stakeholders
- Project management and administration skills, including production of program documents and reports
- Ability to function independently and frequently under pressure, in an often-chaotic environment, while managing multiple demands and time pressure.
- Ability to prioritize and ensure time is used in the way that gives the most to the community.
- Ability to train others in the SKY model.

Additional requirements

- Completion of a successful Criminal Reference Check.
- A valid driver's license and availability of a personal vehicle for work purposes, and ability to travel within the West Kootenay Boundary Region.

Working Conditions

- Ability to sit for long periods.
- Ability to work in a fast-paced work environment with frequent interruptions and competing priorities.
- Hours: 24 hours per week. May vary according to contract and funding available.
- Schedule: Flexible, but may include evenings and weekends, and must include SKY Coordinator meetings and monthly KBCSC Staff meetings.
- Travel: Communities may include Nakusp, Nelson, Castlegar, Trail, Salmo, Kaslo, Grand Forks and Midway.
- Teleworking: Employees are required to have a suitable, secure, and safe home office facility.
- Wages: Starting at \$33.77 per hour.
- Benefits: Available according to the guidelines of the KBCSC Benefits package.

- Probation: Six months in the position.