

JOB DESCRIPTION
Somerset West Community Health Centre

JOB TITLE: Program Coordinator, Harm Reduction
JOB CLASSIFICATION: Program Coordinator, Level 1
JOBS TYPE: Permanent (1.0 FTE)
DEPARTMENT: Community and Social Services
REPORTS TO: Director, Community and Social Services
DATE REVISED: October, 2008

JOB SUMMARY:

Reporting to the Director, Community and Social Services, the Program Coordinator is responsible for the day to day program development and management of the following programs:

- Safe Inhalation (mobile outreach 6 nights a week including weekends)
- Street Outreach
- HIV/AIDS prevention (African/Caribbean communities)
- Anonymous HIV Testing

This includes hiring, training and supervision of the Harm Reduction staff team, developing and managing budget expenditures, establishing and maintaining program standards and best practices. The Program Coordinator will provide regular reports to the Director and key stakeholders.

DUTIES AND RESPONSIBILITIES:

Participates in Team or Centre Activities
<ul style="list-style-type: none">▶ Participates in team, department and Centre special events and professional development activities as required.▶ Participates in committees.▶ Contributes to the development and implementation of the Centre's policies and procedures and the Centre's strategic plan.▶ Incorporates and strengthens collaborative and interdisciplinary teamwork.▶ Works in a manner that incorporates health promotion and recognizes the determinants of health.▶ Supports centre's student and volunteer placement programs.▶ Maintains up-to-date professional skills through formal training.▶ Maintains awareness of Centre/Ministry requirements by networking with the employees of other Community Health Centres.▶ Complies with all mandated legal/regulatory requirements related to working in the Centre, e.g. occupational health and safety, standards of professional conduct, privacy legislation, etc.▶ Works during regular and extended hours of service as required by the centre.▶ Participates in the centre's efforts to enhance its capacity through staff development.▶ Participates in program delivery as required.

Duties or Responsibilities:	Meetings
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| <ul style="list-style-type: none">▶ Meets regularly with the Director to discuss team functioning, issues arising, budget, program development, etc.▶ Attends team, staff and supervision meetings as required.▶ Ensures proper recording and communication of team decisions to the Director and team members via minutes.▶ Meets with the Senior Leadership Team on a monthly basis.▶ Participates in centre-wide committee meetings.▶ Participates in external meetings with community partners. |
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Duties or Responsibilities:	Team Leadership
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| <ul style="list-style-type: none">▶ Facilitates smooth and efficient operation of the Harm Reduction Team.▶ Ensures the team meets organizational objectives.▶ Supervises and coordinates the work of staff by:<ul style="list-style-type: none">▶ <i>providing day to day coaching</i>▶ <i>coordinating and implementing team training initiatives</i>▶ <i>implementing the Centre's Performance Review Process</i>▶ <i>ensuring correct time sheets</i>▶ <i>Scheduling van shifts using staff, volunteers or relief.</i>▶ In conjunction with the Director, is responsible for recruitment, selection, hiring, termination, and relief for team positions within the scope of Personnel Policies |
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Program Development

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| <ul style="list-style-type: none">▶ Coordinates planning and service delivery of all aspects of Harm Reduction Programs including the development of a program description and logic model.▶ Participates in the development of evaluation criteria and methodology.▶ Develops and implements mechanisms to ensure quality of service delivery.▶ Liaises with partners and other agencies to ensure uninterrupted service.▶ Prepares and presents to the Director for approval the necessary clinical and administrative policies and procedures.▶ Develops educational modules, training and orientation for program staff and volunteers and peers.▶ Responsible for the collection and presentation of program statistics.▶ Coordinates the distribution of supplies to partner agencies.▶ Develops a volunteer/peer component to outreach activities.▶ Prepares reports as required▶ Proactively builds partner capacity and reach, identifies new service areas, and creates new stakeholder and community relationships. |
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Duties or Responsibilities**Financial Management**

- ▶ Has responsibility for Harm Reduction budget development
- ▶ In conjunction with the Director, coordinates budget resource development and expenditures.
- ▶ Participates in preparation of grant proposals.
- ▶ Explores other funding opportunities for program expansion.

Community Development

- ▶ Builds, promotes, and maintains strong partnerships with the Ottawa Coalition on HIV/AIDS, Community Health Centres, Ottawa Public Health, Hospitals, service agencies, Ottawa Police Service and other organizations.
- ▶ Promotes awareness of elements or issues of the program by liaising with local community, providing educational sessions, and facilitating community meetings as required.
- ▶ Identifies community health needs in consultation with clients, community representation, internal and external service providers.

EDUCATION/EXPERIENCE:

- ▶ Graduate Degree in a related discipline or equivalent.
- ▶ Five years experience in coordination and development of programs in a social service or health care setting, preferably with a public health component.
- ▶ Five years management/supervisory experience.
- ▶ Knowledge of service and referral agencies.
- ▶ Strong knowledge of health promotion and harm reduction.

LANGUAGE(S):

English is required.
French is desirable.

OTHER JOB REQUIREMENTS:

Strong commitment to the principles of Harm Reduction.
A valid Ontario driver's license and the use of a vehicle.
Working knowledge and use of Microsoft Office Suite.
Excellent communication and interpersonal skills.
Ability to work flexible hours including weekend and evening work.
Strong report writing skills.
Available to work evenings on the Safe Inhalation outreach van once every two weeks including a weekend night shift once a month.