

JOB DESCRIPTION
Somerset West Community Health Centre

JOB TITLE: Program Coordinator, Ottawa Safe Inhalation Program
JOB CLASSIFICATION: Program Coordinator
JOBS TYPE: Full time. Indeterminant (.8 FTE position to be considered)
DEPARTMENT: Health Services
REPORTS TO: Director of Health Services
DATE REVISED: February 15, 2008

JOB SUMMARY:

Reporting to the Director of Health Services and working in close collaboration with other Departmental staff, and the Ottawa Safe Inhalation Partners, the Program Coordinator, will be responsible for the day to day program development, management, and expansion of the Safe Inhalation Program. This will include hiring, training and supervision of Outreach Workers, generating and managing budget expenditures, establishing and maintaining program standards and best practices. The Program Coordinator will provide regular reports to the Director, safe inhalation partners and funders as appropriate.

In cooperation and collaboration with the Safe Inhalation Partners, the SWCHC Health Promotion Coordinator and SWCHC Community Developer will participate in community development and health education/promotion activities related to harm reduction.

DUTIES AND RESPONSIBILITIES:

Participates in Team or Centre Activities
<p>Attends team and staff meetings as required. Participates in team and Centre special events as required. Contributes to the development and implementation of the Centre's policies and procedures and the Centre's strategic plan. Maintains up-to-date professional skills through formal training. Complies with all mandated legal/regulatory requirements related to working in the Centre, e.g., occupational health & safety, standards of professional conduct, etc.</p>

Program Description and Implementation

Coordinates planning and service delivery of all aspects of Safe Inhalation 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 the partner and other agencies to ensure uninterrupted service. Prepares and presents to the Director for approval the necessary clinical and administrative policies and procedures.

Program Coordination

Supervises and coordinates the SWHC staff involved in the delivery of the program including: recruitment, selection scheduling and performance reviews. Develops educational modules, training and orientation for program staff and volunteers. 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 for funder, Board, partners, etc. as required.

Financial Management

Accountable for cost effectiveness and expenditure of funds allocated to the program. Recommends, plans, budgets, conducts and approves activities in accordance with approved plans and budgets. Responsible for the development and maintenance of protocols and procedures for the acquisition, distribution and storage of safe inhalation supplies. Participates in preparation of grant proposals. Explores other funding opportunities for program expansion.

Community Development

Builds, promotes, and maintains strong partnerships with Ottawa Coalition on HIV/AIDS, other Community Health Centres, institutions (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:

Post Secondary Degree in a related discipline.
Five years experience in coordination and development of programs in a health care setting, preferably with a public health component.

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.