



Job Title: Community Program Coordinator
Reports to: Clinical Manager
Effective Date: October, 2021
Status: Full time permanent

The South Georgian Bay Community Health Centre (SGBCHC) provides primary healthcare services with a wide range of other health promotion and community development services under one roof; focusing on the social determinants that impact an individual's health. The SGBCHC provides an integrated model of care by working in partnership with other agencies in the communities it serves. The CHC's programs and services are developed to respond to the specific and diverse needs of the community.

JOB SUMMARY

Reporting to the Clinical Manager, the Community Program Coordinator will oversee and lead the success of the SGBCHC's community programs and workshops including developing a network of volunteers that will support and deliver programs and workshops.

MAIN ACTIVITIES

Duties and Responsibilities

- Leads the SGBCHC's strategic priority on offering community wide programs and workshops that are rooted in the Model of Health and Well being.
- Is a strong spokes person within the community with strong communication and presentation skills in order to bring community awareness of the programs and workshops available to the community .
- Is a dynamic leader across the community forging strong relationships with community support agencies and clubs
- Establish and maintain knowledge of community resources, while continuing to build strong connections between the SGBCHC and partner agencies
- Represents the SGBCHC by participating on relevant local community committees.
- Works closely with the SGBCHC Community Program Administrative Assistant to develop a strong SGBCHC volunteer program including: promotion of volunteer opportunities at the CHC; intake of new volunteers; creation and updating of CHC volunteer policies
- Works closely with the management team to identify and plan programs and workshops to meet the needs of the community
- Works closely with the SGBCHC Community Program Administrative Assistant and other community partners to ensure volunteer orientation, ongoing support, coaching and monitoring exists



- Seeks opportunities to extend program outreach through volunteers, SGBCHC staff and with partner agency connections.
- Plan, implement and at times, facilitate and evaluate groups and workshops.
- Gather and share community reports to the SGBCHC on local community demographics that will inform SGBCHC programs and services.
- Maintain current knowledge of community health programming practices and use that information to inform SGBCHC programs and services.
- Identify and manage program resources.
- Develop and monitor operating budgets for assigned projects/programs and ensure expenditures remain within budget in consultation with management team.

JOB REQUIREMENTS

Education:

- Post-secondary education in a Health or social services related field
- Project Management (PMP)
- Leadership courses an asset
- Communications an asset

Knowledge/Experience:

- Minimum of three years community development experience focused on the social determinants of health
- Experience in collaborative committee work and attending/participating in planning meetings and representing the SGBCHC on external committees
- Experience and knowledge in program planning and evaluation, community organizing techniques, and group facilitation.
- Knowledge of and experience with health promotion strategies
- Experience with volunteer management considered an asset including Knowledge of standards, regulations and best practice when working with volunteers.
- Familiarity with local programs in the South Georgian Bay area
- Strong presentation and communication skills and comfortable with public speaking

Skills:

Sensitive to culture, race and gender the incumbent shall demonstrate:



- A strong/dynamic leader that works well with community partners
- Commitment to working within a client-centered, social determinants of health framework at the community level
- strong communication skills in English, both written and verbal skills including computer literacy and strong presentation skills including large group presentations
- ability to organize, prioritize and multitask efficiently
- Work in a manner consistent with the SGBCHC Vision, Mission and Values
- Work in a manner that demonstrates self-reflection and personal accountability for work performance
- Work in a manner that preserves privacy and confidentiality.
- Work in a manner that ensures client safety and minimizes risk to clients, volunteers and the Centre.
- Participate in team and staff meetings and other meetings and committee work as appropriate to support both service delivery and organizational goals.
- strong interpersonal skills to work collaboratively with volunteers and diverse client groups with varying levels comprehension and language capability, empathy and compassion.
- effective listening, observation and facilitation skills to assess the needs of volunteers, client and/or community committees to engage and provide appropriate support and/or consultation.
- ability to communicate information effectively through a variety of means including meetings, reports, letters and presentations.
- ability to deal with demanding interpersonal situations and respond with good judgment, compassion and understanding while fostering healthy relationships.
- ability to analyze and independently problem solve with strong critical thinking skills using a health equity lens
- ability to be flexible with the ability to adapt quickly to the changing needs of the SGBCHC programs and operation with a positive attitude
- commitment to inter-professional practice
- ability to engage with volunteers, participants and community partners in a virtual environment using appropriate technology supported by SGBCHC
- using professional judgment and act in accordance with SGBCHC policies and procedures and standards of practice set forth by the respective
- commitment to practicing infection and prevention control policies, adhering to pandemic precautions in the workplace when required
- ability to adapt quickly to a changing health care environment
- ability to obtain a Police Vulnerable Sector Check satisfactory to SGBCHC
- valid Ontario driver's license, insurance and use of own vehicle for CHC business



**South Georgian Bay
Community Health Centre**



Salary Range – \$33.00/hr or based on education and experience

Application:

- Applications (Resume and cover letter) are accepted until October 12th, 2021 by 4 pm.
- Please send cover letter and resume to erika.haney@sgbchc.ca

SGBCHC recognizes that everyone is a unique and valued member of the community and will therefore be treated with fairness and openness. The SGBCHC welcomes and encourages applications from all qualified applicants, including those living with a disability. Accommodations are available upon request for candidates taking part in all aspects of the selection process.