

JOB POSTING



Position Title:	Harm Reduction COVID Project Manager
Reporting to:	Manager, Harm Reduction
Type:	Full time term contract ending March 31 st , 2021
Salary:	\$36.13 - \$43.53 per hour based on 35-hour week
Deadline:	Thursday December 17th, 2020 at 12:00 pm EST
Interviews:	Interviews will be held on Friday December 18th, 2020

This a contract position ending on March 31st, 2021 with a possibility of an extension depending on funding.

BACKGROUND

Somerset West Community Health Centre (SWCHC) is a multidisciplinary agency offering a diverse range of programming to promote health and social well-being among community members. Priority is given to individuals with unique needs, including single parent families, those who are financially insecure, new Canadians, and persons coping with various disabilities. SWCHC's many services include Primary Health Care, Mental Health Counselling, Seniors Outreach, Medical and Social Services Walk-in, Acupuncture, After School Children and Youth Programs, Head Start Nursery and Preschools, and Outreach to Rooming Houses.

SWCHC's Harm Reduction Services include the following: Needle Exchange and Safe Inhalation program (NESI), Consumption and Treatment Service (CTS), Opioid Agonist Treatment and Safe Supply Service (OAT/SS), Drug Overdose Prevention and Education program (DOPE), HIV Anonymous Point of Care Testing, African, Caribbean and Black (ACB) HIV Prevention, , Harm Reduction Peer Worker project, and Tom Brown Respite Centre Harm Reduction Workers.

This fall we received short-term funding to put additional supports in place to address the impact of COVID-19 on our clients. These supports include capital investment and enhancements for our Consumption and Treatment Service, as well as the launch and integration of new clinical teams such as the COVID Homeless Crisis Outreach Workers (HCOW) for homeless and street involved populations, a COVID Rapid Care and Isolation Support team for rooming house residents and people who use drugs who are precariously housed, and our Safe Supply project, providing pharmaceutical alternatives to people who use street drugs at risk of overdose. The effective implementation of these COVID response initiatives involves implementing key projects to support and execute this work. Somerset West is seeking the support of a Project Manager to work with the Harm Reduction Leadership team to advance these and other key initiatives with the department over the next 3.5 months.

JOB SUMMARY

The Harm Reduction COVID Project Manager is responsible for overseeing the effective implementation, delivery and integration of a range of new initiatives relating to COVID response within the Harm Reduction Department. This position will play a critical role in ensuring the new COVID response systems, enhancements and services are well launched and that existing COVID response services are well supported throughout the funding period. A key focus will be to maintain strong communication and collaboration with other SWCHC services and external partners to ensure integration and coordination of response. The role will also include: planning, coordinating and implementing capital projects; planning, coordinating and implementing systems designed to enhance service delivery safety

and coordination; ensuring that COVID protocols are established and maintained; establishing data collection and documentation processes and ensuring that funder deliverables are met and reporting requirements completed. The Project Coordinator may be required to take on additional activities and provide coverage to other parts of the Harm Reduction Program as needed.

Qualifications

- Post-secondary education in harm reduction, social work, or equivalent experience
- Demonstrated understanding of and commitment to the principles of harm reduction
- Demonstrated experience in project or program management
- Previous experience with project implementation and change management
- Previous experience with capital projects
- Previous experience with healthcare delivery systems improvement.
- Certification in formalized project management training preferred (ex. LEAN, PMI)
- Strong familiarity with information collection and sharing systems, including electronic health records and data collection systems
- Understanding of the service needs of people with concurrent disorders
- Commitment to representational service delivery, specifically the representation of people with lived/living experience amongst staff
- Lived or living experience of mental health or addictions an asset
- Previous experience responding to emergency or outbreaks an asset
- Basic knowledge of COVID-19 safety and health standards and regulations
- Superior organizational and leadership skills
- Excellent communication and interpersonal skills
- Ability to bring teams together in a collaborative manner and support on-going cohesiveness in a complex and dynamic environment.
- Ability to collect, understand, synthesize and action complex information quickly and efficiently
- Commitment to the principles of health equity and inclusion
- Good analytical and problem-solving abilities
- Ability to develop and use metrics to monitor progress towards goals and vision
- Ability to understand and respond to grant and funding applications including metrics, target setting and budgets
- High level of computer literacy
- Must be available to work occasional evenings or weekends as required
- Successful completion of police record check for vulnerable populations

Linguistic Profile

- English, spoken and written required
- French or other languages considered an asset

If interested, please submit your letter of interest and résumé no later than **Thursday December 17th, 2020 at 12:00 pm EST to: <https://swchc.bamboohr.com/jobs/view.php?id=289>**

Somerset West works within an Anti-Racism and Anti- Oppressive Framework

If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.

Somerset West Community Health Centre is an equal opportunity employer who values the diversity of individuals in our programs and services.

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application. Only candidates selected for an interview will be contacted.