



Canadian Mental
Health Association
Sudbury/Manitoulin

Association canadienne
pour la santé mentale
Sudbury/Manitoulin

EMPLOYMENT PACKAGE:

The following employment package contains information to apply for the **Coordinator, Harm Reduction Home and Off the Street Emergency Shelter** position

The package contains (for your information):

- 1. Job Posting**
- 2. Job Description “Program Coordinator”**
- 3. Employment Application**
- 4. Scenario Questions**
- 5. Job Applicant Screening Form**

Requirements for submission:

- 1. Applicant’s Resume & Cover Letter**
 - 2. Completion of Employment Application**
 - 3. Completion of Scenario Questions**
 - 4. Completion of Job Applicant Screening Form**
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POSTING: Coordinator, Harm Reduction Home and Off the Street Emergency Shelter—Full Time Permanent: 35 hours/week

RESPONSIBILITY:

Reporting to the Manager, Harm Reduction Home (HRH) and Off the Street (OTS) Emergency Shelter, this individual is responsible for the overall coordination of the activities of the Harm Reduction Home residential program and the Off the Street Emergency Shelter

QUALIFICATIONS:

- Completion of a degree in Nursing or health-related field.
- Current registration with professional body
- 2–5years related experience in addiction, mental health and marginalized individuals
- Related experience in: human resources, project management preferred
- Proficiency in both official languages (English and French) is an asset.

SALARY: \$54,514—\$57,110

LOCATION: Sudbury

TO APPLY:

Please complete the employment package available at:
<http://sm.cmha.ca/get-involved/careers/> and submit to the attention of:

Human Resources

By email: recruiting@dibrina.com By

Mail: DiBrina Sure Human Resources

62 Froad Road, Suite 302, Sudbury, Ontario, P3C 4Z3

By Fax: 705-688-9060

DEADLINE: November 24, 2017, at noon

INTERVIEW DATE: TBD

The Canadian Mental Health Association operates within a Total Quality Management model. Personal information submitted will be used for the purpose of determining suitability for these openings only. All applicants are thanked for their interest; however, only those selected for an interview will be contacted. CMHA follows the AODA legislation and support persons with disabilities with accommodations. Please notify us if you have any accessibility requirements. Canadian Mental Health Association is an equal opportunity employer.



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POSTE: **Coordonnateur (trice), Maison de réduction des méfaits et Abri d'urgence hors rue** — à temps plein, permanent (35 heures par semaine)

RESPONSABILITÉS:

Rendant compte à la gestionnaire de la Maison de réduction des méfaits (MRM) et de l'Abri d'urgence hors rue (AUHR), le titulaire du poste sera responsable de la coordination des activités de la MRM et de l'AUHR.

QUALIFICATIONS:

- Baccalauréat en sciences infirmières ou dans une discipline connexe
- Enregistrement auprès d'un organisme professionnel, à jour
- 2 à 5 ans d'expérience en toxicomanie et en santé mentale, avec des personnes marginalisées
- Expérience professionnelle en ressources humaines et en gestion de projet est un atout
- Compétences dans les deux langues officielles (anglais et français) est un atout

SALAIRE: 54 514 \$ — 57 110 \$

EMPLACEMENT: Sudbury

POUR FAIRE UNE DEMANDE:

S'il vous plaît compléter la trousse de demande disponible au <http://sm.cmha.ca/get-involved/careers/> et soumettre à l'attention de :

Ressources humaines

Par courriel : recruiting@dibrina.com

Par la poste : DiBrina Sure Human

Ressources 62, rue Froot, Unité 302, Sudbury,

ON P3C 4Z3 Par télécopieur : 705-688-9060

DATE LIMITE : Le vendredi 24 novembre 2017 à midi

ENTREVUES : à être déterminé

L'Association canadienne pour la santé mentale fonctionne parmi un modèle de la gestion de la qualité totale. Les renseignements personnels fournis seront utilisés pour la détermination d'aptitude pour remplir le poste. Merci à tous les candidats et candidates pour l'intérêt. Seulement ceux et celles qui seront choisis pour une entrevue seront contactés. L'ACSM conforme à la Loi sur l'accessibilité pour les personnes handicapées de l'Ontario (LAPHO) et fournis un soutien aux personnes handicapées. S'il vous plaît, informez-nous de vos exigences en matière d'accessibilité. L'ACSM applique une politique au principe d'équité en emploi.



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PROGRAM COORDINATOR – HRH & OTS

INCUMBENT:

REPORTS TO: Manager, Harm Reduction home and Off the Street Emergency Shelter

PROGRAM: Harm Reduction Home & Off the Street Shelter

APPROVED BY: Board of Directors

DATE APPROVED/REVISED: September 2017

HOURS: 35 hours/week

POSITION SUMMARY:

Reporting to the Manager of the Harm Reduction Home & Off the Street Emergency Shelter the Program Coordinator will work within the context of a managed alcohol, client centred, harm reduction, residential program called the Harm Reduction Home (HRH) and the Off the Streets Emergency Shelter. Within an interdisciplinary team, the Program Co-ordinator is an advanced practice nurse with expertise in health care of the homeless and marginalized populations. The program coordinator will provide nursing assessments, audits, staff supervision and direct care.

The Program Co-ordinator will be required to work day, evening, night and weekend shifts, as well as holidays as required

ESSENTIAL JOB RESPONSIBILITIES:

- **Program Coordination**
 - Facilitate and maintain activities related to the HRH and OTS programs.
 - Resolve individual and/or related issues and escalated issues as required
 - Demonstrate harm reduction and recovery oriented practice (ROP) philosophy and practices within daily work and interactions
 - Monitoring care plans, clinical letters and documentation. Provide feedback and update as required.
 - Review and update program forms, documents and policies as required
 - Develop and implement program outcomes and/or stats.
 - Submit regular reports to the Manager, HRH/OTS

- **Team Coordination**
 - Provide guidance, direction, mentoring and problem solving to the staffing team on services, individual interactions and program related items.
 - Direct operations of the team by scheduling staff hours, approving time off requests, assigning and monitoring work, gathering resources and implementing productivity standards.
 - Oversee activities of nursing staff, vendors and suppliers by monitoring contracts for compliance and control costs.
 - Maintain and update staff schedule on file and/or portal.
 - Coordinate the scheduling of training for staff.
 - Participate in the recruitment process for new staff and provide feedback to the hiring committee.
 - Develop orientation plans, schedule orientation session items as needed and conduct new hire orientations.



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PROGRAM COORDINATOR – HRH & OTS

- Ensure regular communication with staff and Manager.
- Conduct supervisions with staff, with the assistance of the Manager as required.
- Conduct staff performance reviews and meetings.
- Escalate staff issues to Manager as needed i.e. attendance or performance issues.

- **Quality**
 - Maintain quality-assurance activities by reviewing and evaluating program objectives.
 - Identify special projects and quality improvement opportunities for the program.
 - Ensure client database is maintained and updated including assessments

- **Other**
 - Approve one-time purchases within the defined scope for the team and/or program through a purchase order process.
 - Participate in on-call rotation
 - Internal and external committees support may include: being an active participant and/or lead on committee(s), preparing meeting agendas and distributing meeting minutes; and implementing and following up on action items.
 - Maintain Agency's values, vision and mission by ensuring that individuals' rights are respected and that all programs and activities meet legislative requirements, policies and procedures, funding body criteria, and professional and Branch standards.

- **Qualifications**
 - Completion of a degree in Nursing or health related field.
 - Current registration with professional body
 - 2-5 years related experience in mental health, addictions and marginalized population
 - 1-2 years supervisory experience
 - Related experience in: human resources, project management preferred
 - Proficiency in both official languages is an asset



JOB SPECIFIC COMPETENCIES

The following competencies are required for this position:

Teamwork and Collaboration	Expresses positive expectations of others in terms of their abilities, expected contributions and responsibilities. Speaks of team members in positive terms. Is looked to by team members as a valuable source of information.
Integrity	Upholds clear ethical standards that are broadly respected within the agency and with outside partners. Holds self-accountable for professional behavior. Is able to make thoughtful judgements and reasoned decisions when ethical standards are in conflict.
Leadership	Makes sure the team has the required tools to get the job done. Defines roles and responsibilities of team members and holds them accountable. Involves team members in soliciting ideas or suggestions.
Planning, Organizing and Coordinating	Develops operational plans and provides contingencies. Establishes measures to assess progress against the plan. Adjusts the plan appropriately and takes initiative to follow through rather than wait for problems to arise. Recognizes problems, takes corrective/preventive action and keeps people informed of plans, progress and decisions.
Listening, Understanding and Responding	Listens and responds to people's concerns by altering own behavior in a helpful manner. Is genuinely sensitive to underlying messages especially where thought, feelings or emotions are poorly expressed. Can see things from another person's perspective, anticipate reactions and respond accordingly to achieve resolution.
Functional Skills	Ability to lead a team and provide guidance, support and feedback to team members. Ability to effectively coordinate the activities of the team and program.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization